



Ames Procedural Requirements

APR 8800.3

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COMPLIANCE IS MANDATORY

Ames Environmental Handbook

Chapter 1 - Roles and Responsibilities

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1.1 Applicability

These requirements are applicable to all civil servants, contractor employees, and tenant personnel at Ames Research Center (Ames), including those portions known as NASA Research Park (NRP) and Eastside Airfield (EA), as well as portions of Crows Landing Flight Facility still owned by the Federal Government.

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1.2 Purpose

This document prescribes the overall roles and responsibilities for the prevention, control, and abatement of environmental pollution, and for the protection of natural and cultural resources at facilities under the jurisdiction of Ames. Cultural resources include historical buildings and archaeological sites. Additionally, the NASA Ames Environmental Program is structured to:

- a. Implement an integrated management approach to minimizing environmental contamination and pollution;
- b. Ensure that all operations meet and maintain compliance with environmental laws and

- regulations;
- c. Clean up contaminated sites;
- d. Protect and enhance natural and cultural resources; and
- e. Foster environmental awareness among Ames staff, ensure community outreach for Ames environmental programs, and promote environmental justice.

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1.3 Policy

It is Ames policy to:

- a. Enable the success of Agency and Center missions, services, and activities, as defined in the NASA Strategic Plan, while maintaining environmental stewardship of assets, controls over environmental responsibilities, and compliance with applicable law. The NASA Headquarters Environmental Management Division defines NASA's environmental strategy and sets forth a framework for meeting today's environmental needs and preparing for future challenges. It is NASA policy to provide environmental stewardship, to implement environmental sustainability, to go beyond compliance, and to restore sites that have been contaminated by past practices. NASA Environmental Management Division values systems thinking, which recognizes our interconnectedness within NASA, and with the environment.
- b. Comply with all applicable requirements of Federal law, regulations, and Executive Orders; NASA's self-established requirements and agreements with other agencies, industry, and/or organizations; and with State and local environmental laws and regulations properly applicable to Federal entities. Environmental requirements may encompass issues related to environmental management, including, but not necessarily limited to: hazardous waste management, restoration, remediation of contaminated sites, environmental justice, pollution prevention, water and air management, energy and water conservation, and protection of cultural and natural resources.
- c. In program and project management, as defined in NASA Policy Directive (NPD) 7120.4 and NASA Procedural Requirements (NPR) 7120.5, consider reducing environmental impact throughout the life cycle of a program, including planning, development, execution, and disposition activities. . Examples of environmental factors include consideration of environmental impacts as required by the National Environmental Policy Act (NEPA), the proposed use of hazardous materials, the potential for waste generation, the need to acquire necessary permits, waivers and authorizations, and the overall environmental preferability of selected materials and processes.
- d. As part of addressing environmental factors, include in the life cycle analysis of costs the potential environmental impacts of programmatic activities and their supporting institutional processes.
- e. Foster employee awareness of the environment, as well as environmental policies, laws and regulations through training and active communication
- f. Provide opportunities for local communities to discuss and comment on Ames' projects and operations that impact the environment in accordance with applicable laws and consistent with NASA statutory authority
- g. Actively partner with Federal, State, and local regulatory agencies, as appropriate, to leverage available resources and comply with environmental requirements, prevent pollution, reduce waste generation, and manage natural resources in the most efficient and effective manner possible.

- h. Promote continual improvement in carrying out the Center's environmental management responsibilities.

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1.4 Authority

All relevant Federal, State, and local laws and regulations related to environmental management, pollution control and prevention, and protection of natural and cultural resources are included but not limited to:

Federal Statutes

- a. Federal Water Pollution Control Act, as amended by the Clean Water Act of 1977 and the Water Quality Act of 1987 (33 U.S.C. 1251 et seq.).
- b. Clean Air Act, as amended by the Clean Air Act of 1977, and the Clean Air Act of 1990 (42 U.S.C. 7401 et seq.).
- c. Resource Conservation and Recovery Act of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984 (42 U.S.C. 6901 et seq.).
- d. Marine Protection, Research, and Sanctuaries Act of 1972, as amended (33 U.S.C. 1401 et seq., and 16 U.S.C. 1431 et seq.).
- e. The Safe Drinking Water Act, as amended (42 U.S.C.300f et seq.).
- f. Toxic Substances Control Act, as amended (15 U.S.C.2601 et seq.).
- g. Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. 9601 et seq.), including the Superfund Amendments and Reauthorization Act of 1986 (42 U.S.C. 11001 et seq.).
- h. National Environmental Policy Act of 1969 (42 U.S.C. 4321-4347).
- i. National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 et seq.).
- j. Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469).
- k. Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-470ll).
- l. Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001 et seq.).
- m. Fish and Wildlife Coordination Act (16 U.S.C. 661-666c).
- n. Fish and Wildlife Conservation Act.
- o. Endangered Species Act of 1973, as amended (16 U.S.C. 1531 et seq.).
- p. Migratory Bird Treaty Act (16 U.S.C. 703 et seq.).
- q. Pollution Prevention Act of 1990 (42 U.S.C. 13101 et seq.).
- r. Oil Pollution Act of 1990.
- s. Coastal Zone Management Act of 1972, as amended (16 U.S.C. 1451 et seq.).
- t. Farmland Protection Policy Act (7 U.S.C. 4201 et seq.).
- u. Federal Facility Compliance Act of 1992 (Public Law 102-386).
- v. Energy Policy Act of 2005 (Public Law 109-58)

Executive Orders

- a. Executive Order 11514 (Amended by Executive Order 11991): Protection and Enhancement of Environmental Quality.
- b. Executive Order 11593: Protection and Enhancement of the Cultural Environment
- c. Executive Order 11912: Delegation of Authorities Relations to Energy Policy and Conservation
- d. Executive Order 11988: Floodplain Management
- e. Executive Order 11990: Protection of Wetlands.
- f. Executive Order 12003: Relating to Energy Policy and Conservation
- g. Executive Order 12088 (Amended by Executive Order 12580): Federal Compliance With Pollution Control Measures.
- h. Executive Order 12114: Environmental Effects Abroad of Major Federal Actions
- i. Executive Order 12372: Intergovernmental Review of Federal Programs
- j. Executive Order 12843, Procurement Requirements and Policies for Federal Agencies for Ozone-Depleting Substances.
- k. Executive Order 12856: Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements.
- l. Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.
- m. Executive Order 13006: Locating Federal Facilities on Historic Properties in Our Nations Central Cities.
- n. Executive Order 13007: Indian Sacred Sites
- o. Executive Order 13031: Federal Alternative Fueled Vehicle Leadership.
- p. Executive Order 13061: Federal Support of Community Efforts Along American Heritage Rivers.
- q. Executive Order 13089: Coral Reef Protection
- r. Executive Order 13186- Responsibilities of Federal Agencies to Protect Migratory Birds.
- s. Executive Order 13423-Strengthening Federal Environmental, Energy, and Transportation Management

Office of Management and Budget (OMB) Circulars

- a. OMB Circular A-11: Preparation and Submission of budget Estimates
- b. OMB Circular A-106: Reporting Requirements in Connection with the Prevention, Control, and Abatement of Environmental Pollution at Existing Federal Facilities.
- c. OMB Circular A-119: Federal Participation in the Development and Use of Voluntary Standards.

Applicable References

- a. NPD 8500.1, NASA Environmental Management

- b. NPR 8853.1, NASA Environmental Management System (EMS)
- c. NPR 8570.1, Energy Efficient and Water Conservation Technologies and Practices
- d. NPR 8580.1, Implementing The National Environmental Policy Act And Executive Order 12114
- e. NPD 8710.1, Emergency Preparedness Program
- f. NPR 8715.2, NASA Emergency Plan Procedures and Guidelines
- g. NASA Environmental Justice Strategy, dated March 1995
- h. Executive Memorandum of April 26, 1994, Environmental and Economically Beneficial Practices on Federal Landscaped Grounds.

State and Local Laws and Regulations

- a. California Code of Regulations, Title 26, Toxics
- b. California Code of Regulations, Title 23, Waters
- c. California Code of Regulations, Title 22, Environmental Health
- d. California Code of Regulations, Title 13 Air Resources Board
- e. California Health and Safety Code
- f. Rules and Regulations of the Bay Area Air Quality Management District and the San Joaquin Valley Unified Air Pollution Control District
- g. Santa Clara County Hazardous Material Storage Ordinance
- h. Santa Clara County Toxic Gas Ordinance
- i. Palo Alto Regional Water Quality Control Plant, Waste Water Discharge Requirements
- j. City of Sunnyvale, Waste Water Discharge Requirements
- k. Santa Clara Water District Requirements

Federal Acquisition Regulations (FAR) Clauses

There are several FAR subparts that apply to environmental, including:

Subpart 23.2-Energy and Water Efficiency and Renewable Energy
 Subpart 23.3- Hazardous Material Identification and Material Safety Data
 Subpart 23.4- Use of Recovered Materials
 Subpart 23.7-Contracting for Environmental Preferable Products and Services
 Subpart 23.8- Ozone-Depleting Substances
 Subpart 23.9-Toxic Chemical Release Reporting
 Subpart 12.10- Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements
 Subpart 36-6-Architect-Engineer Services (Section 36.601-3 (a), Applicable contracting procedures).

There are several FAR clauses that relate to environmental, including:

52.204-4 Printed or Copied Double-Sided on Recycled Paper.
 52.223.3 Hazardous Material Identification and Material Safety Data.
 52.223-4 Recovered Material Certification

52.223.5 Pollution Prevention and Right-To-Know Information
52.223-9 Estimate of Percentage of Recovery Material Content for EPA-Designated Products.
52.223-10 Waste Reduction Program
52.223-11 Ozone-Depleting Substances
52.223-12 Refrigeration Equipment and Air Conditioners
52.223-13 Certification of Toxic Chemical Release Reporting
52.223-14 Toxic Chemical Release Reporting

For the NASA FAR Supplement, the following parts apply to environmental:

Subpart 1823.2-Energy and Water Efficiency and Renewable Energy
Subpart 1823.3-Hazardous Material Identification and Safety Data
Subpart 1823.4- Use of Recovered Materials
Subpart 1823.7- Contracting for Environmentally Preferable Products and Services
Subpart 1811.1- Selecting and Developing Requirements Documents (Section 1811.101 Order of precedence for requirements documents)

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1.5 Responsibilities

1.5.1 Director, Ames Research Center

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1.5.2 Program and Project Managers

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1.5.3 Organizational Directors, Division Chiefs, Branch Chiefs, Section Heads, Supervisors, Managers, and Contracting Officers Technical Representatives (COTRs)

Organizational Directors, Division Chiefs, Branch Chiefs, Section Heads, Supervisors, Managers, and Contracting Officers Technical Representatives (COTRs) are responsible for:

1. Administration of Ames policy for prevention, control, and abatement of environmental pollution and protection of natural and cultural resources. Detailed implementation procedures are stated in the other chapters of this handbook.
2. Establishing and maintaining internal environmental compliance controls encompassing both management and functional responsibilities.
3. Providing timely responses and appropriate corrective or remedial actions, as required, to address environmental requirements.
4. Designating responsibility for prevention, control, and abatement of environmental pollution to appropriate individuals, and including appropriate elements in their performance plans.
5. Ensuring that all employees within their organization, division, branch, or unit, and contractors under their direction, receive the appropriate training in hazardous materials management and environmental compliance.
6. Planning, designing, constructing, managing, operating, and maintaining facilities in conformance with applicable environmental statutes, orders, and regulations.
7. Submitting, as necessary, proposals and budget requests for the funding of projects or actions needed to prevent, control, or abate environmental pollution within the organization, division, branch, or unit.
8. Informing the Environmental Services Office, [REDACTED], (Environmental Office) prior to Operation, when a project or operation 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.
9. Acquisition Planning - In developing plans, drawings, work statements, specifications, or other product descriptions, the following factors shall be considered: elimination of virgin material requirements; use of recovered materials; reuse of products; life cycle cost; recyclables; use of environmentally preferable products; waste prevention (including toxicity reduction or elimination); and ultimate disposal, as appropriate. These factors should be considered in acquisition planning for all procurements and in the evaluation and award of contracts, as appropriate.

1.5.4 Ames Employees

Ames employees are responsible for:

1. Conducting work in compliance with all applicable environmental requirements, including attending all required training courses.

All contractors are responsible for conducting work in compliance with all applicable environmental requirements, including attending all required training courses.

2. Reporting identified environmental protection problems to line management or to the Environmental Services Office.
3. All contractors are responsible for reporting identified environmental protection problems to their COTR, or the Environmental Office.

1.5.5 Environmental Services Division

Environmental Services Division is responsible for:

1. Advocating, managing, and allocating assigned environmental program financial resources, both for Environmental Compliance and Restoration Fund and Center G&A resources.
2. Serving as the Center representative to EPA, State, and local agencies, and to NASA Headquarters regarding the prevention, control, and abatement of environmental pollution and the protection of natural resources, including obtaining the requisite permits.
3. Negotiating, when necessary, compliance schedules with Federal, State, or local environmental regulatory agencies. However, 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) must be coordinated, in advance, with the cognizant Institutional Director and/or Program Associate Administrator and the NASA Headquarters Director, Environmental Management Division.
4. Providing support, guidance, and assistance to Ames employees in interpreting environmental policies, requirements, and standards, including the preparation of pollution abatement plans.
5. Ensuring oversight and management of Ames' implementation of NASA environmental compliance requirements.
6. Assisting project managers in ensuring that all environmental and pollution prevention requirements that are prescribed by statute are clearly identified in the requirements documents that are forwarded for procurement action.
7. Developing and submitting annual ECR budget.
8. Conducting environmental appraisals and tracking corrective actions at Ames to assess progress toward compliance with NASA environmental management policy.
9. Ensuring overall coordination with line management for the prevention, control, and abatement measures at Ames.
10. Providing environmental training in accordance with applicable laws and consistent with NASA statutory authority.
11. Promoting cost effective waste prevention and recycling of reusable materials in all facilities at Ames, in accordance with applicable Federal, State, and local recycling requirements.
12. Developing an internal awards and recognition program that emphasizes pollution prevention and innovative waste reduction.
13. Flow down and development of Ames specific environmental policies in response to HQ

directives, Executive Orders, and applicable Federal, State, and local laws and regulations.

14. Serving on the NASA Headquarters Environmental Management Board (EMB) as a voting member and participating in Energy and Environmental Management Panel (EEMP) working group activities as coordinated and approved by local and Headquarters Senior Management.
15. Reporting information regarding environmental management activities to the Associate Administrator for Management Systems or designee.
16. Providing oversight and management of Ames' Environmental Management Systems (EMS), including tracking and reporting of environmental metrics.

1.5.6 Office of the Chief Counsel

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1.5.7 Office of Public Affairs

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1.5.8 Acquisition Office

Acquisition Office is responsible for:

1. Ensuring that acquisition of environmentally preferable products and services covered by applicable EPA and Department of Energy (DOE) guidelines is conducted in accordance with the requirements of the Resources Conservation and Recovery Act (RCRA), and applicable Executive Orders and FAR requirements.
2. Ensuring that all applicable environmental requirements are included in contracts.
3. Enforcing environmental requirements of contracts.

1.5.9 Logistics and Documentation Services Division

Logistics and Documentation Services Division is responsible for:

1. Overall management of solid waste recycling including establishing an annual goal for

achieving solid waste recycling. Reporting progress on attaining these goals annually to the Environmental Division Chief.

2. Reporting the volume of each hazardous material procured by Ames annually, both through Stores Stock and through Central Chemical Purchasing to the Environmental Division Chief. Refer to Chapter 2, Pollution Prevention, for implementation details.
3. Centralized procurement, storage, tracking, and distribution of hazardous materials.
4. The Commute Alternatives Program.

1.5.10 Facilities Engineering and Real Property Management Division

Facilities Engineering and Real Property Management Division is responsible for:

1. Overall management of solid waste recycling, including establishing an annual goal for achieving solid waste recycling. Reporting progress on attaining these goals annually to the Environmental Program Manager, Code QE.
2. Reporting the volume of each hazardous material procured by Ames annually, both through Stores Stock and through Central Chemical Purchasing to Code QE. Refer to Chapter 2, Pollution Prevention, for implementation details.
3. Ames Energy and Water Conservation Programs.
4. Operation and maintenance of the drinking water systems.
5. Coordination of environmentally and economically beneficial practices on federal landscaped grounds.
6. The Commute Alternate Program.
7. Development and Coordination of ARC actions under the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 et seq); the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469); the Archaeological and Historic Preservation Act of 1979 (16 U.S.C. 470aa-470ll); and the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001 et seq.).

1.5.11 .Facilities Engineering Branch

Facilities Engineering Branch is responsible for:

1. Conducting the design, development, implementing, oversight, and program management of Environmental Compliance and Restoration projects, as requested by Code QE.
2. Implementing sustainable design in accordance with NPD 8820.3 and other applicable requirements.
3. Conducting environmental life cycle analyses of facility projects.

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1.6 Organizational Structure

The Environmental Services Office is a division of the Safety, Environmental, and Mission Assurance Directorate, Code Q.



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1.7 Cease and Desist Authority

- a. The Division Chief of the Environmental Services and designees have authority to cause any person at Ames to cease and desist when their action, operation, or project is discharging, or is about to 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 resources.
- b. Any employee or contractor for Ames, a Resident Agency, NRP Partner or Tennant shall cease and desist any action, operation, or project when so required by the Environmental Services Division, in accordance with 7a., above.

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1.8 Measurement

- a. Environmental metrics are specified in each of the following chapters and are tracked annually by the Environmental Services Division Chief who reports them to Center Management.
- b. The environmental management metrics will be revised as appropriate to support continual improvements.

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