



**WFF EM-001F**

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National Aeronautics and  
Space Administration

**Goddard Space Flight Center**

**Wallops Flight Facility**  
Wallops Island, VA 23337

# **WALLOPS FLIGHT FACILITY ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL**

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<b>TITLE:</b>	<u>WFF Environmental Management Manual</u>	<b>WFF EM-001D</b>
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## Wallops Flight Facility Environmental Management System Manual

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**Responsible Office:** 250/Wallops Environmental Office

**Title:** Wallops Flight Facility Environmental Management System Manual

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## PREFACE

### P.1 PURPOSE

This manual defines the requirements and responsibilities for implementing the Environmental Management System (EMS) at the Wallops Flight Facility (WFF) and is intended to meet the EMS documentation requirements of NPR 8553.1 It describes the core elements of the Wallops EMS and explains the EMS documentation.

### P.2 APPLICABILITY

This manual applies to all NASA civil service employees at WFF, including the Main Base, Mainland, and Island locations. It also applies to all NASA WFF contractors, tenant organizations, grantees, clubs, and other persons operating under the auspices of Goddard Space Flight Center (GSFC), as required by law, and as directed by contractual, grant, and agreement documents. The scope of the Wallops EMS includes all activities, products, and services that fall under the control of WFF management within the WFF property fence line.

Unless otherwise stated, all references herein to the Environmental Office refer to the Wallops Environmental Office. The Office maintains a comprehensive Web site at:  
<http://sites.wff.nasa.gov/code250/>

### P.3 AUTHORITY

National Aeronautics and Space Act, 51 U.S.C. §20 101-64, et seq  
 NPD 8500.1 NASA Environmental Management

### P.4 APPLICABLE DOCUMENTS

- a. NPD 1440.6, NASA Records Management
- b. NPD 8500.1, NASA Environmental Management
- c. NPR 1441.1, NASA Records Retention Schedules
  
- d. NPR 8580.1, NASA National Environmental Policy Act Management Requirements
- e. NPR 8715.2, NASA Emergency Management Program Preparedness Procedural Requirements

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- f. NPR 8553.1, NASA Environmental Management System (EMS)
- g. GPD 8500.1, Environmental Policy and Program Management
- h. GPR 1410.1, Directives Management
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- j. GPR 1440.8, Records Management
- k. GPR 8500.1, Environmental Planning and Impact Assessment
- l. GPR 8500.3, Waste Management
- m. GPR 8500.4, Air Quality Management Program
- n. GPR 8500.5, Water Management
- o. GPR 8500.8, Site Investigation and Remediation
- p. GPR 8710.2, GSFC Emergency Management Program Plan
- q. WFF Integrated Contingency Plan

## **P.5 CANCELLATION**

WFF-EM-001D, Wallops Flight Facility Environmental Management Manual

## **P.6 MEASUREMENT**

Compliance with the requirements contained in this document will be verified through audits, observations, and self-assessments.

## **P.7 DEFINITIONS**

Unique, specific terms used in this directive are described below. See NPR 8553.1 for other relevant definitions.

1.1 EMS Project Team – A group of WFF personnel including managers, supervisors, and subject-matter experts that assist with the sustainment and continual improvement of the WFF EMS, with roles and responsibilities defined by WFF senior management and described under General Requirements.

1.2 EMS Audit – A review of the Wallops EMS, following EMS audit principles and techniques.

1.3 Environmental and Energy Functional Review (EEFR) – an audit of WFF’s compliance with applicable requirements and regulations and conformance of the Wallops EMS to NPR 8553.1. The audit is conducted by NASA Headquarters Environmental Management Division.

1.4 Environmental Management Program (EMP) – An action plan which describes the steps, responsibilities and timelines required to meet the environmental objectives and targets of a significant environmental aspect. The EMPs are the vehicles used to deliver continual improvement in environmental performance.

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1.5 Environmental Program Manager – A staff member who has responsibility for managing the implementation of compliance activities for a given environmental program.

1.6 Environmental Management System (EMS) – A system that incorporates people, procedures, and work practices in a formal structure to ensure that the important environmental impacts of the organization are identified and addressed, promotes continual improvement by regularly evaluating environmental performance, involves all disciplines throughout the Facility as appropriate, and actively involves WFF senior management.

1.7 Operational Controls – The documented procedures and work instructions that describe how operations and tasks are conducted on a day-to-day basis.

1.8 Project Manager – Any person who manages a project as defined in NPR 7120.5.

## P.8 ACRONYMS

EEFR	Environmental and Energy Functional Review
EMP	Environmental Management Program
EMS	Environmental Management System
GPD	Goddard Policy Directive
GPR	Goddard Procedural Requirements
GSFC	Goddard Space Flight Center
HPEA	High Priority Environmental Impact
HQ EMD	Headquarters Environmental Management Division
ICP	Integrated Contingency Plan
WFF	Wallops Flight Facility

## P.9 RECORDS

No.	Record Title	Record Custodian	Retention
1	Environmental Aspects and Impacts Evaluation with resulting list of significant environmental aspects	Medical and Environmental Management Division (MEMD) Code 250	*NRRS 8500/23.5A13A Destroy 3 years after superseded or when no longer needed, whichever is later.
2	EMS Legal Requirements Register, permits, notices, communications with regulatory agencies	Medical and Environmental Management Division (MEMD) Code 250	* NRRS 8500/23.5A13A Destroy 3 years after superseded or when no longer needed, whichever is later.

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3	Environmental Objectives, Targets and supporting Environmental Management Programs	(MEMD) Code 250	* NRRS 8500/23.5A13A Destroy 3 years after superseded or when no longer needed, whichever is later.
4	Records of External Inquiries Received Regarding Environmental Issues, Responses Made, and Actions Taken	Wallops Office of Public Affairs	*NRRS 1382/49A1 Destroy 2 years after date of reply.
5	Environmental findings, Nonconformance, Corrective and Preventive Actions in the environmental database	(MEMD) Code 250	NRRS 8500/23.5A13A.
6	Results of tests of emergency response procedures	Environmental Office and WFF Fire Department	*NRRS 1040/4. Destroy when 3 years old, or 1 year after completion of next exercise, whichever is later.
7	Environmental Management Review minutes, decisions and action items	MEMD Code 250	NRRS 08/023.5.A.13.A Destroy 3 years after superseded or when no longer needed, whichever is later
8	Self-Declaration Memorandum	MEMD Code 250	NRRS 8500/23.5A13A Destroy 3 years after superseded or when no longer needed, whichever is later.
9	EMS Awareness training course materials	MEMD Code 250	*NRRS 3400/33B2 Destroy when superseded or obsolete.
10	Training records, training material, training sign-in sheets, and proof of competence (e.g. certificate of qualification, education, or training)	Employee's Supervisor	*NRRS 3400/33C Destroy or delete 5 years after separation of employee or when no longer needed, whichever comes first.

\*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

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## GENERAL REQUIREMENTS

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

### 1.0 ROLES AND RESPONSIBILITIES

1.1 The Director of Wallops Flight Facility is responsible for:

- a. Conforming with Roles and Responsibilities described in NPD 8500.1, NPR 8553.1, and GPD 8500.1;
- b. Providing environmental commitment and leadership;
- c. Designating responsibility and authority for environmental management and EMS implementation;
- d. Serving as the final environmental risk acceptor/disposition official for EMS activities; and
- e. Supporting headquarters Environmental Management Division led Environmental and Environmental and Energy Functional Review (EEFR) to ensure that the Center’s programs, projects, facilities, systems, and operations comply with all environmental requirements.

1.2 The EMS Project Teams are responsible for:

- a. Reviewing and commenting on objectives, targets, conformances, nonconformances, and Environmental Management Programs (EMPs);
- b. Reviewing the EMS metrics; and
- c. Providing input on current and future activities, products, and services to sustain the EMS.

1.3 The Medical and Environmental Management Division is responsible for:

- a. Developing, interpreting, and communicating environmental policy, requirements, and standards;
- b. Developing and maintaining EMS Awareness Training;
- c. Communicating the content and spirit of GPD 8500.1 to employees;
- d. Implementing regulatory and other requirements;
- e. Soliciting Project Team representation from supervisors of organizations who could have environmental knowledge, expertise, and influence on WFF’s activities, products, and services;
- f. Assessing and supporting EMS implementation and maintenance by WFF Directorates;
- g. Interfacing with HQ EMD on environmental issues;
- h. Providing a WFF resource for EMS expertise, training, personnel development, and lessons learned; and
- i. Routinely assessing performance measures of the EMS, providing guidance on improvements, and reporting results to WFF senior management.

1.4 Environmental Program Managers are responsible for:

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- a. Identifying applicable legal and other requirements and interpreting how the requirements apply to WFF activities, products and services;
- b. Communicating environmental, legal, and other requirements to relevant WFF personnel;
- c. Providing technical and regulatory support to WFF personnel; and
- d. Developing and implementing EMPs for high priority aspects.

1.5 The Wallops Office of Communications is responsible for providing support in all areas of internal and external environmental communications (e.g., with local communities or the media).

1.6 Project Managers conform with Roles and Responsibilities described in GPD 8500.1 and consider and accommodate environmental issues when planning and implementing new projects.

1.7 Supervisors are responsible for:

- a. Conforming with Roles and Responsibilities described in GPD 8500.1;
- b. Ensuring their areas of responsibility function with minimal impact on the environment;
- c. Implementing regulatory and other requirements;
- d. Emphasizing sound environmental practices to their employees;
- e. Providing the required personnel to implement and maintain the EMS; and
- f. Ensuring employees receive the required environmental training and maintaining training records.

1.8 Civil servant and contractor employees are responsible for:

- a. Conforming with Roles and Responsibilities described in GPD 8500.1;
- b. Understanding and conforming with GPD 8500.1 and the Wallops EMS;
- c. Comply with applicable laws, regulations, permits, policies, plans, and procedures;
- d. Understanding environmental impacts and what can be done to minimize impacts;
- e. Completing the required environmental training and becoming competent in the operational controls for those work areas that have a significant impact on the environment;
- f. Reporting any unsound environmental practices or concerns to their supervisor, and taking corrective/preventive action as appropriate; and
- g. Participating in environmental activities, when required.

## 2.0 PROCEDURES

### 2.1 Environmental Policy

GPD 8500.1 states the GSFC environmental policy and defines the Center's environmental values and commitments, which are consistent with those in NPD 8500.1. The Center's policy is the foundation of the Wallops EMS, and it steers the design and implementation of the EMS at WFF. It is accessible to relevant stakeholders at: <https://code200-external.gsfc.nasa.gov/250-WFF/environmental-management-system>

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## 2.2 Environmental Aspects

Using the procedure for environmental aspects and impacts outlined in NPR 8553.1, the Environmental Office, Environmental Program Managers and the Project Team identify and prioritize, on an annual basis, the impacts that WFF has on the environment with the involvement of subject matter experts from WFF areas of operation, as necessary. The Environmental Office creates a list of significant environmental aspects, considering all activities, products, and services under WFF control, including those pursuant to the WFF mission. Each fiscal year, High Priority Environmental Aspects (HPEAs) will be selected from the significant environmental aspects. All directorates at WFF support this process by providing information as requested.

## 2.3 Legal and Other Requirements (requirements are maintained and updated in the relevant GPRs)

The Environmental Program Managers identify applicable federal, state, local, facility-specific, and permit-driven regulatory requirements, executive orders, and NASA-wide and Center environmental agreements and commitments, along with proposed changes to existing requirements. They may use the following tools:

- Register of applicable legal requirements, including citations and updates;
- Executive orders, NPRs, and regulatory support information from HQ EMD;
- Regulatory Web sites (e.g. Environmental Protection Agency, or Virginia Department of Environmental Quality); or
- Membership in professional organizations, subscriptions and meetings.
- NASA’s Principal Center for Regulatory Risk Analysis and Communication’s “Regulatory Tracking Summary”

The Environmental Program Managers assess the applicability and impact of the regulations on WFF and take actions to ensure WFF’s ongoing compliance. The Project Managers also communicate the applicable environmental requirements to relevant WFF personnel and ensure that they are aware of the actions needed to maintain WFF’s ongoing compliance.

Project Managers, with the assistance of Environmental Program Managers, identify regulatory requirements that are permit driven.

Environmental Program Managers maintain GPRs to consolidate the applicable compliance obligations:

- GPR 8500.1, Environmental Planning and Impact Assessment
- GPR 8500.3, Waste Management
- GPR 8500.4, Air Quality Management Program
- GPR 8500.5, Water Quality Management
- GPR 8500.8, Site Investigation and Remediation

## 2.4 Objectives, Targets, and Programs

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The Environmental Office, Environmental Program Mangers and the Project Team develop and establish objectives and targets for high priority aspects. The objectives and targets are consistent with GPD 8500.1 and should drive continual improvement in environmental performance.

In setting the objectives and targets, WFF considers:

- Legal and other requirements (when applying the process for determining significant aspects);
- Available technological options and infrastructure (when developing EMPs);
- Operational and mission-related activities (when WFF senior management defines priority for implementing actions in EMPs);
- Financial resources (when WFF senior management defines priority for implementing actions in EMPs); and
- Interests and views of stakeholders (relevant stakeholders are involved in the definition and in support to implementation of EMPs).

The objectives and targets are reviewed by the Environmental Office, Environmental Program Managers and the Project Team annually and updated as necessary. and concurrence.

The Environmental Office maintains EMPs which identify the actions required to achieve the environmental objectives and targets. The EMPs also document the responsibilities and timeframes for achieving each action item. Staff from other organizations support the EMPs, as appropriate.

The Environmental Office, Environmental Program Mangers and the Project Team review the appropriateness and effectiveness of the EMPs at least annually. Progress towards the objectives and targets is reviewed at least semi-annually, preferably quarterly.

## 2.5 Resources, Roles, Responsibilities, and Authorities

Roles and responsibilities for the implementation of the EMS were summarized in Section 1.0 of this document. Further details are provided in the directives referenced in this document.

## 2.6 Competence, Training, and Awareness

All supervisors (civil servant and contractor) ensure that employees whose jobs have the potential to impact the environment are trained and competent to perform their tasks. Supervisors also ensure that effective and timely training is provided and maintain training records. All employees engaged in activities associated with environmental aspects or compliance activities receive the appropriate training as defined in NPR 8553.1.

All employees complete EMS Awareness Training through SATERN at the onset of employment and at least once every three years thereafter. If an employee does not have access to a computer, supervisors ensure that employees are provided computer access for training on-line at: <https://code200-external.gsfc.nasa.gov/250-WFF/environmental-management-system> or by providing their employees with a paper version.

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All employees should be aware of the importance of conformity with the GSFC environmental policy and procedures affecting their activities, including:

:

- Adverse environmental impacts of their work and the environmental benefits of improved personal performance; and
- Requirements of the EMS applicable to their work and awareness of consequences associated with their deviation from these requirements.

Wallops onsite contractors ensure that any subcontractors with onsite access are aware of any environmental responsibilities associated with their activities at WFF.

EMS awareness information is available for all personnel at <https://code200-external.gsfc.nasa.gov/250-WFF/environmental-management-system> .

Employee specific environmental training requirements are listed in the Environmental Program GPRs.

## 2.7 Communication

### 2.7.1 Internal Communications

The Environmental Office communicates with WFF organizations to ensure that personnel are aware of environmental issues and requirements. Standard methods of communication include: environmental training, management meetings, staff meetings, new employee briefings, bulletin boards and posters, facility-wide email, newsletters, fact sheets, special announcements, and outreach events. Specific methods of communicating across WFF are as follows:

- Meet with its contract support to coordinate environmental activities;
- Document applicable EMS requirements within contracts no later than the time of the next recompetition;
- Extend its communication programs to WFF's partners, as appropriate;
- Communicate with management through meetings and monthly Division Status Reviews; and
- Coordinate environmental communications through the Wallops Office of Communications to the maximum extent practicable.

### 2.7.2 External Communications

General environmental information such as the Center's environmental policy is available to members of the public through the WFF Internet home page, which satisfies the requirements stated in the Freedom of Information Act. Other external communications are managed through the Wallops Office of Communications.

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The Office of Communications receives and responds to inquiries and concerns on a case-by-case basis, involving the Environmental Office as appropriate. The Office of Communications records inquiries received, responses made, and actions taken. In addition, the WFF Office of Communications maintains documented procedures for environmental external communications, which include restoration activities and facility operations at WFF.

## 2.8 Documentation

WFF establishes and maintains documents for environmental practices and information specific to the Facility. The Environmental Office ensures that WFF documents do not conflict with NASA Headquarters EMD documents or State and Federal regulations and requirements. The EMS and related documents provide mandatory requirements and references for environmental responsibilities and a mechanism to assist in maintaining employee awareness of WFF environmental policy, procedures, and objectives.

## 2.9 Control of Documents

Documents that define the operation of the EMS are available electronically through the Environmental Office shared computer drive. These documents are developed, maintained, and controlled in accordance with GPR 1410.1, GPR 1410.2 and 250-PG-1410.2.1. Obsolete documents are removed or clearly marked as obsolete and maintained as records.

Procedures are established and maintained for general processes and activities affecting the environment. When necessary, specific procedures are established and maintained for the processes and activities associated with significant environmental aspects. Documented requirements are developed and implemented to describe the procedures and requirements necessary to control operations to:

- Ensure compliance with the GPD 8500.1 and regulatory requirements;
- Control significant environmental aspects; and
- Effectively manage key environmental issues.

## 2.10 Operational Control

The Environmental Office maintains operational control procedures for the environmental programs that it oversees and manages (such as required regulatory plans). In addition, it maintains procedures defining how these documents are managed and controlled.

Where operational controls are the responsibility of WFF contractors, WFF management ensures that environmental requirements are communicated and agreed with its contractors, either through the contract, memoranda of agreement, or correspondence, and includes these requirements in the contract no later than the next re-competition.

Contractors maintain procedures to manage their environmental impacts, in keeping with their own operational controls and management systems.

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Project Managers assess the environmental impacts associated with their projects, beginning in the early planning phase, and ensure that appropriate environmental operational controls are implemented. Details of their requirements are described in GPR 8500.1, NPR 7120.5, and NPR 7120.8. The Environmental Office is available to assist Project Managers. The Environmental Office updates relevant EMS documents accordingly.

The Environmental Office participate in monthly mission planning meetings, pre-construction meetings, and engineering meetings, where appropriate. Review of the monthly facility project status reports for new construction and modifications, to identify potential environmental concerns and to coordinate environmental protection measures is also conducted.

### 2.11 Emergency Preparedness and Response

The WFF Integrated Contingency Plan (ICP) is maintained by the Environmental Office and defines the process to prevent, prepare for, and respond to emergencies such as spills and accidental releases. The ICP is consistent with the requirements in NPR 8715.2. Other procedures are available for responding to hurricane and flood related environmental emergencies.

The ICP is under configuration control by the Environmental Office. The ICP is posted and available on the WFF internal web page: <http://sites.wff.nasa.gov/code250/> for internal view only. The ICP is reviewed by the Environmental Office at least annually.

Employees are trained, on emergency preparedness and response requirements associated with the environmental aspects and impacts of their jobs.

Emergency preparedness and response procedures for the Fire Department are developed and maintained by the WFF Fire Department, in keeping with regulatory requirements.

### 2.12 Monitoring and Measurement

WFF applies suitable methods for monitoring and, where applicable, measurement of EMS performance, conformance with operational controls, and the achievement of objectives and targets. These methods demonstrate the ability of the processes to achieve planned results.

The Environmental Office monitors and measures progress towards meeting the objectives and targets set for high priority environmental aspects through at least semi-annual monitoring of metrics and action items in the EMPs.

Operational controls or operating procedures addressing equipment calibration requirements, as appropriate, and records of environmental monitoring and measurement data are maintained. Equipment used for collecting environmental data are calibrated and records are retained per GPR 8730.1.



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### 2.13 Evaluation of Compliance

WFF evaluates compliance with all applicable legal and other requirements through an internal compliance evaluation. The internal compliance evaluation is conducted over a 3-year period to review compliance with all requirements (as identified in Section 2.3). One portion of the internal compliance evaluation is the Environmental and Energy Functional Review (EEFR), held every 3 years and led by NASA Headquarters Environmental Management Division. WFF reviews the requirements evaluated by the EEFR and conducts additional internal compliance evaluations to ensure that all requirements are met over a 3-year period. Internal evaluations may include the results of compliance evaluations conducted by federal, state, or local authorities, in addition to evaluations conducted by competent WFF personnel. Records document the process utilized to ensure compliance with legal and other regulatory requirements and for evaluation of results. Corrective actions are documented as described in Section 2.14.

### 2.14 Nonconformities, Corrective Action, and Preventive Action

The recipient of a Notice of Violation from a regulatory agency shall notify Center management and Headquarter’s Environmental Management Division immediately upon receipt per NPR 8553.1.

Findings resulting from compliance or conformance audits, or as a result of management reviews, daily operations, and employee observations are documented, analyzed to determine a root cause, and tracked. Corrective and preventive action is properly developed in response to nonconformances. As appropriate, procedures or programs are modified or revised based on the results of the nonconformance root cause analysis. As appropriate, EMPs are developed to provide formal corrective action.

Following an environmental incident, the Environmental Office facilitates the investigation process with the participation of relevant stakeholders. The Environmental Office ensures that appropriate corrective/preventive actions are defined, agreed upon, and implemented.

The Environmental Office reviews nonconformance databases at least annually to ensure the timely and effective completion of actions and to identify any trends. Results of these reviews are part of the EMS Management Review.

### 2.15 Control of Records

EMS Records are managed in accordance with relevant federal and state regulations, NPR 1441.1, NASA Records Retention Schedules and GPR 1440.8, Records Management.

EMS records are identified on the Environmental Office shared computer drive.

### 2.16 Internal Audit

An internal audit of the Wallops EMS is conducted annually to confirm that the EMS conforms to the requirements of NPR 8553.1. The audit takes into consideration the results of previous audits. The

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NASA HQ EMD conducts an EEFRR and EMS Conformance Review on a 3-year cycle. The results of the audit, along with recommendations for improvement, are communicated to WFF senior management.

## 2.17 Management Review

WFF senior management reviews the status and viability of the EMS, to evaluate its ongoing suitability, adequacy, and effectiveness. The Environmental Office ensures that the necessary EMS information is collected and reported to Senior Management at least annually and that management review meeting results are communicated to Wallops personnel as appropriate. The EMS Management Review includes but is not limited to:

- Assessing the need for changes to the environmental policy and environmental objectives and targets;
- Results of internal audits and evaluations of compliance with legal requirements and other requirements;
- Communication from external parties, including complaints;
- Environmental performance and the extent to which objectives and targets have been met;
- Status of corrective and preventive actions;
- Follow-up actions from previous EMS Management Reviews;
- Changing circumstances, including developments in legal and other requirements; and
- Recommendations for improvement.

Upon review of the EMS information provided by the Environmental Office, senior management approves significant aspects and provides guidance to the Environmental Office on possible changes to ensure EMS continual improvement.

Relevant information about the review, decisions, and follow-up actions are recorded. Corrective actions are documented. This information is communicated by the Director of Wallops Flight Facility through a Declaration of Conformance memorandum or a presentation to the GSFC Center Director.

### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	03/24/2008	Initial Release
A	02/01/2010	All changes made from baseline. Formatting and grammatical changes throughout. Modified to align with NPR 8553.1.
A	08/23/2010	<p>Formatting and grammatical changes throughout.</p> <p>Section 2.5 The following sentences were changed.</p> <ul style="list-style-type: none"> <li>• “Staff from other organizations may be invited to support the EMPs, if appropriate.” Now reads, “The Environmental Office, Environmental Program Managers and the Project Team shall review the appropriateness and effectiveness of the EMPs at least annually.”</li> <li>• “The Environmental Office, Environmental Program Managers and the Project Team shall review the appropriateness and effectiveness of the EMPs with WFF senior management at least annually, and each time that the objectives and targets are changed, or after any significant change in activities, products or services.” Now reads, “The Environmental Office, Environmental Program Mangers and the Project Team shall review the appropriateness and effectiveness of the EMPs at least annually.”</li> </ul> <p>Section 2.15 The following sentences were changed.</p> <ul style="list-style-type: none"> <li>• “The Director of Wallops Flight Facility shall review the status and viability of the EMS, to evaluate its ongoing suitability, adequacy, and effectiveness.” Now reads, “The Wallops Flight Facility Senior Management shall review the status and viability of the EMS, to evaluate its ongoing suitability, adequacy, and effectiveness. “</li> <li>• “Upon review of the information provided by the Environmental office, Senior Management shall provide guidance direction to the Environmental Office on possible changes to the EMS to ensure its commitment to continual improvement.” Now reads, “Upon review of the information provided by the Environmental office, Senior Management shall provide guidance to the</li> </ul>

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		Environmental Office on possible changes to the ensure EMS continual improvement.”
A	1/7/2011	<ul style="list-style-type: none"> <li>• Review</li> <li>• Grammatical changes</li> <li>• Addition Table of Contents</li> <li>• Roles and Responsibilities--Renaming of Core Team to Project Team</li> <li>• Title change for Carolyn Turner</li> </ul>
A	1/20/2011	Revision A Release
B	9/6/2013	<ul style="list-style-type: none"> <li>• Added Sections 1.1e and 2.12.3 to address Evaluation of Compliance</li> <li>• Changed P.4 References to Applicable Documents and revised</li> <li>• Changed 1.8 and 2.8.2 to Office of Communications</li> <li>• Revised 2.7 Training to include training location on SATERN</li> <li>• Corrected 2.13 Records typo</li> <li>• Revised 2.15 Management Review wording</li> </ul>
	9/16/2013	Revision B Release
C	9/8/2016	<p>Review</p> <p>Revised date, document number and title</p> <p>Title change for Theodore J Meyer</p> <p>Revised P.9 RECORDS section to reflect most recent edition of the NASA Records Retention Schedule (NRRS) 1441.1A format</p> <p>Restructured the section headings to align with NPR8553.1</p>
C	9/23/2016	Revision C release
D	3/6/2020	<p>Review</p> <p>Revised effective and expiration dates</p> <p>Removed review by Assistant MOD signature block</p> <p>Changed EFR to EEFR</p> <p>Updated title of 1.2 to Deputy Director of WFF</p>

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		<p>Removed 1.3 Environmental Management Representative role</p> <p>Updated the title of 1.5 (now 1.4) to MEMD</p> <p>Added “contractor employees” to 1.10 (now 1.9)</p> <p>Added “or presentation” to 2.17</p>
D	3/11/2020	Revision D Release
E	10/17/2022	<p>Review</p> <p>Replaced “shall” with “is” throughout</p> <p>Removed roles for Deputy Director of Code 800 and Environmental Management Representative</p> <p>Removed NPR 7120.5, NPR 7120.8, GPR 8730.1, and GPR 9980.1 from Applicable Documents section</p> <p>Updated records retention schedule</p> <p>Added “Comply with applicable laws, regulations, permits, policies, plans, and procedures;” to Section 1.8</p> <p>Added “NASA’s Principal Center for Regulatory Risk Analysis and Communication’s “Regulatory Tracking Summary” to Section 2.3</p> <p>Added “The recipient of a Notice of Violation from a regulatory agency shall notify Center management and Headquarters’ Environmental Management Division immediately upon receipt per NPR 8553.1.” to Section 2.14</p> <p>Updated website locations throughout</p>
F	6/1/2023	<p>Corrected minor grammar issues</p> <p>Removed conflicting statement from applicability section.</p>