



Goddard Policy Directive (GPD)

DIRECTIVE NO.	<u>GPD 8500.1E</u>
EFFECTIVE DATE:	<u>May 11, 2022</u>
EXPIRATION DATE:	<u>May 11, 2027</u>

Responsible Office: 250/Medical and Environmental Management Division (MEMD)

Title: Environmental Policy and Program Management

1. POLICY

The Goddard Space Flight Center (GSFC) missions expand knowledge of the Earth and its environment, the solar system, and the universe. To maintain our nation's leadership in this endeavor, GSFC commits to conducting missions in a manner that complies with environmental requirements and promotes environmental stewardship. As an integral part of all mission planning and implementation, it is GSFC's environmental policy to:

- a. Comply with all applicable requirements of Federal statutes, regulations, and Executive Orders (EO); state, local, or territorial environmental laws and regulations; NASA's policy and requirements; and agreements with other agencies, industry, and organizations;
- b. Incorporate environmental risk reduction and sustainable practices to the extent practicable throughout programs, projects, and activities, including planning, development, implementation, and operational phases;
- c. Consider environmental factors and impacts throughout the life cycle of programs, projects, and activities, including planning, development, execution, and disposition activities;
- d. Pursue environmental initiatives and objectives designed to protect, restore, and enhance mission resources;
- e. Prevent pollution, reduce waste generation, and manage cultural and natural resources in the most effective manner possible;
- f. Ensure that environmental liabilities and compliance are addressed appropriately within Space Act Agreements and tenant, customer, or similar arrangements;
- g. Implement pragmatic and cost-effective solutions to environmental challenges;
- h. Develop collaborative partnerships with Federal, state, local regulatory agencies, international entities, and governmental/nongovernmental and commercial organizations to leverage available and shared resources; improve materials and processes; identify, help develop, and comply with environmental requirements; prevent pollution; reduce waste generation; and manage cultural and natural resources in the most effective manner possible.
- i. Ensure that hazardous waste generated solely by onsite non-NASA organizations/agencies (e.g., tenants, customers) is manifested and disposed of using the non-NASA organization's/agency's Environmental Protection Agency identification number (EPA ID), as required by 42 U.S.C. 82. Although these organizations/agencies may independently use the same companies under contract to NASA for disposal of hazardous wastes, NASA EPA ID numbers will not be used for disposing non-NASA hazardous wastes, unless waived by the appropriate authority.
- j. Maintain an environmental management system (EMS), as implemented by NPR 8553.1, at all appropriate organizational levels. The EMS will address compliance obligations, risks, and opportunities; establish priority environmental aspects and impacts associated with GSFC's

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activities, products, and services; provide a framework for setting and reviewing environmental objectives and targets; and establish processes for communicating environmental information to persons working for or on behalf of NASA and the public. The EMS will be used to address all environmental risks and opportunities of internal GSFC operations and activities.

- k. Continue to improve our environmental performance by:
- (1) Promoting awareness through education and training;
 - (2) Integrating environmentally sustainable best management practices into our daily work activities; and
 - (3) Exploring advances in environmental technology.

2. APPLICABILITY

- a. This directive applies to all GSFC personnel, facilities, and activities, at all permanent and temporary sites. This directive also applies to all GSFC tenant organizations, contractors, grantees, clubs, and other persons supporting GSFC or on GSFC property as required by legal and other requirements, or to the extent specified or referenced in contractual, grant, or agreement documents.
- b. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

3. AUTHORITY

- a. NPD 8500.1, NASA Environmental Management

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPR 8510.1, NASA Cultural Resources Management
- b. NPR 8530.1, NASA Sustainable Acquisition
- c. NPR 8553.1, NASA Environmental Management System
- d. NPR 8570.1, NASA Energy and Water Management Program
- e. NPR 8580.1, Implementing the National Environmental Policy Act and Executive Order 12114
- f. NPR 8590.1A, Environmental Compliance and Restoration Program
- g. NPR 8715.1, NASA Occupational Safety and Health Programs
- h. NPR 8820.2, Facility Project Requirements

5. RESPONSIBILITIES

- a. All persons, organizations, or companies should correct, or report known or suspected violations of environmental requirements.

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b. Center Director:

- (1) Implements NASA environmental policy and requirements;
- (2) Appoints the Chief of GSFC Medical and Environmental Management Division as the Center environmental manager and EMS Representative with the authority to accomplish the responsibilities of section 5(f);
- (3) Provides sufficient qualified staff and other required resources to perform environmental compliance, perform energy and water conservation activities, maintain the environmental management system, and incorporate sustainable practices;
- (4) Ensures implementation of Agency environmental management functional leadership activities, policies, regulations, and procedural requirements;
- (5) Ensures effective development and execution of environmental management training, including professional development and education initiatives that promote the knowledge and proficiency of the Center workforce in environmental management concepts and techniques;
- (6) Supports effective environmental communication within the Center and with the interested community;
- (7) In collaboration with NASA Headquarters Office of Strategic Infrastructure, establishes oversight and evaluation of Center operations through functional reviews, performance metrics, or other means to ascertain that appropriate environmental compliance and management techniques are used for identifying, documenting, evaluating, and executing all environmental requirements for programs, projects, facilities, systems, and operations. This includes responding to environmental and energy data calls from Headquarters; and
- (8) Shall review the EMS annually for status and effectiveness. Issue a Declaration of Conformance that the Center EMS conforms to applicable requirements of NPR 8553.1.

c. Directors of:

- (1) Ensure that directorate operations are performed in accordance with Center environmental policy;
- (2) Ensure control of environmental program documents and records associated with directorate operations; and
- (3) Provide resources to accomplish the preceding responsibilities.

d. Supervisors/Managers:

- (1) Ensure that operations are performed in accordance with the Center environmental policy;
- (2) Ensure that appropriate procedures and process controls are developed, implemented, and maintained as necessary to accomplish the Center environmental policy;
- (3) Ensure that employees are adequately identified and trained to accomplish their responsibilities as related to environmental requirements;
- (4) Resolve all reports of environmental concerns and forward reports that are beyond the scope and responsibility of the manager to the Center Medical and Environmental Management Division (MEMD);

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- (5) Ensure control of environmental program documents and records associated with their organization's operations;
- (6) Ensure that accurate and timely data are provided to the MEMD for the development and maintenance of the EMS Metrics and regulatory compliance; and
- (7) Provide resources to accomplish the preceding responsibilities.

e. Civil servant and contractor employees:

- (1) Review and conduct their duties in accordance with Center environmental policy;
- (2) Comply with all applicable environmental laws, regulations, permits, policies, plans, and procedures;
- (3) Communicate suggestions to the MEMD for improvements in the environmental program;
- (4) Complete required environmental training;
- (5) Report all known or suspected environmental concerns (problems, regulatory violations, etc.) to their managers and MEMD; and
- (6) Help achieve environmental objectives and targets applicable to their organizational level.

f. Medical and Environmental Management Division:

- (1) Provides direction and support to the Center to implement the Center environmental policy;
- (2) Interfaces between the Center and environmental regulators;
- (3) Strategically leads, manages, and coordinates the implementation of the Center EMS;
- (4) Coordinates reports to NASA Headquarters on EMS progress and metrics;
- (5) Coordinates development and maintenance of appropriate permits, plans, and other program documents;
- (6) In performing environmental duties, has access to all environmental documents and records, personnel, and operational areas to conduct interviews, surveys, and investigations;
- (7) Coordinates with tenant/contractors to evaluate and mitigate risk from activities/operations that may affect the GSFC EMS aspects; and
- (8) Has the authority to cease any process or operation that in its judgment presents a clear and imminent concern to human health or the environment. The responsible supervisory personnel should be notified immediately.

g. Facilities Management Division:

- (1) Accomplishes permitting and ensure implementation of environmental requirements for all construction projects (e.g., National Environmental Policy Act, storm water management, erosion and sediment control, wetlands, forest conservation, asbestos management, etc.) including, but not limited to construction and demolition debris diversion, sustainable acquisition contract clauses, Guiding Principles for High Performance and Sustainable Buildings, and the Agency's minimum Leadership Energy & Environmental Design (LEED) rating of silver, or strive to meet the Agency's goal of LEED gold and Envision certification for infrastructure projects;
- (2) Provides copies of all communication with environmental regulators to the MEMD;

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- (3) Provides accurate and timely data to the MEMD for compliance with environmental permits and for the development and maintenance of the EMS Metrics managed by the Facilities Management Division; and
- (4) Manages the sustainability, solid waste, office recycling, energy management, and water conservation programs for the Center.

h. Center Environmental Management System Representative:

- (1) Acts as liaison between the Environmental Office and senior management regarding the EMS;
- (2) Facilitates interaction among personnel/tenants regarding the implementation of the EMS;
- (3) Shares information, expertise, and resources to promote the integration of environmental management activities; and
- (4) Validates the development, implementation, and maintenance of Center EMS requirements in accordance with NPR 8553.1.

6. DELEGATION OF AUTHORITY

Center Director responsibilities for the WFF EMS are delegated to the Director of WFF.

7. MEASUREMENT/VERIFICATION

- a. MEMD monitors, assesses, and reports on the metrics specified in applicable environmental statutes, regulations, and Executive Orders, and continually assesses available metrics for trends and process improvement.
- b. MEMD assembles and reports metrics for high-priority aspects, objectives, and targets to the Center Director or designee for the review of the EMS on at least an annual basis.

8. CANCELLATION

GPD 8500.1D, Environmental Policy and Program Management

Original Signed By
Anne L. Kinney
Deputy Director

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Attachment A – Definitions

None

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Attachment B – Abbreviations

EMS	Environmental Management System
GSFC	Goddard Space Flight Center
MEMD	Medical and Environmental Management Division
WFF	Wallops Flight Facility

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	06/28/2004	Initial Release. Restated the environmental policy in terms that align with NASA Mission 2003. Deleted definitions as no longer applicable. This document cancels and replaces GPD 8870.1.
A	09/26/2007	<p>Provided for the inclusion of EMS requirements and assignment of related responsibilities in accordance with NPD 8500.1 and NPR 8553.1.</p> <ul style="list-style-type: none"> • Revised the policy statement and added 1.f.(4) • Added second paragraph to Section 2 • Added 5.b.(2) and (3) • Revised Section 4, References • Added 4.c. • Clarified 5.f.(6) • Added 5.f.(7) • Added sections h, i, and j • Added Delegation of Authority in section 6 • Revised Section 7—changed review period to “at least” a 3-year cycle, added second paragraph <p>Updated signature block</p>
B	03/10/2010	Administratively revised to show Safety and Environmental Division (S&E) change to Medical and Environmental Division (MEMD) due to Code 250 reorganization.
C	06/28/2012	<ul style="list-style-type: none"> • Revised policy statement in 1.e and 1.f.(2) • Revised Section 2 to change “as required by law” to “as required by legal and regulatory requirements.” • Added 5.b.(4) • Revised 5.d.(3), (.4), and 5.e.(5) • Added 5.d.(6) • Revised 5.f.(3), (7), (8) • Deleted 5.f.(8) • Clarified 5.g.(1), added (2), added (3), deleted “historical” from (4) • Deleted 5.i • Added 5.i and 5.j requirements for WFF <p>Section 7, added “or designee” Changed “component facility” to “WFF.”</p>

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D	05/25/2017	<ul style="list-style-type: none"> • Updated template. • Deleted line 1.a, “Consider the neighboring natural environment while executing GSFC’s mission”, and renumbered 1b through 1e. • Changed 1.b from “local legislation” to “local laws”. • Added to 1.c: “and consider the environmental impacts of Center actions during planning” • Changed 1d “problems” to “challenges”. • Deleted 1.f “through our Environmental Management System”. • Added to 1.f.4 ”goals” and “through our Environmental Management System (EMS)”. • Changed the final line in Section 1 from “enable each of us to do our part for environmental stewardship” to “demonstrate the GSFC ‘s environmental stewardship”. • Deleted from Section 2: “GSFC component facilities may develop an EMS unique to their facilities, if development and implementation of an EMS for the facility are required” • Updated section 4b to show current title of NPR 8580.1. • Changed 5a from “regulations, rules, or permits” to “requirements” • Removed from 5.b.2 “At GSFC’s component facilities requiring an EMS, this responsibility will be delegated to the authority identified in Section 6, Delegation of Authority”. • Deleted line 5.b.4 “Designate a Center Sustainability Officer” • Changed 5.f.1 from “professional services” to “support”. • Deleted 5.f.4 “Environmental Management Division”. • Added “designated” to 5.f.8. • Added to 5.g.1 “including, but not limited to construction debris diversion, sustainable acquisition contract clauses, Guiding Principles for High Performance and Sustainable Buildings, and the Agency’s minimum Leadership Energy & Environmental Design (LEED) rating of silver, or strive to meet the Agency’s goal of LEED Gold” • Added to 5.h: “(2) Act as liaison between the Environmental Office and senior management regarding the EMS;” “(3) Facilitate interaction among personnel/tenants regarding the implementation of the EMS;”
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		<p>“(4) Share information, expertise, and resources to promote the integration of environmental management activities; and”</p> <ul style="list-style-type: none"> • Added to 5.g.3 “compliance with environmental permits”. • Added to 5.g.4 “sustainability”. • Section 7, changed paragraph into two “shall” statements. • Removed from 7.a “on at least a 3-year cycle”. • Removed from 7.b “Greenbelt facility” and “WFF shall report EMS metrics to the authority identified in Section 6, Delegation of Authority on at least an annual basis”.
E	05/11/2022	<ul style="list-style-type: none"> • Added “complies with environmental requirements” to section 1. • Added to paragraph 1.a “requirements”, “statutes, regulations, and Executive Orders (EO)”, “or territorial environmental”, and “agreements with other agencies, industry, and organizations”. • Deleted 1.b “Prevent pollution, conserve natural resources, and consider the environmental impacts of Center actions during planning” • Added new 1.b “Incorporate environmental risk reduction and sustainable practices to the extent practicable throughout programs, projects, and activities, including planning, development, implementation, and operational phases;” • Added new 1.c “Consider environmental factors and impacts throughout the life cycle of programs, projects, and activities, including planning, development, execution, and disposition activities;” • Deleted 1.d “Communicate with the GSFC community, our partners, and the public;” • Deleted 1.e.4 “Providing a framework for setting goals, objectives and targets through our Environmental Management System (EMS).” • Added new 1.d “Pursue environmental initiatives and objectives designed to protect, restore, and enhance mission resources” • Added new 1.e “Prevent pollution, reduce waste generation, and manage cultural and natural resources in the most effective manner possible” • Added new 1.f “Ensure that environmental liabilities and compliance are addressed appropriately within Space Act Agreements and tenant, customer, or similar arrangements;”

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		<ul style="list-style-type: none"> • Added new 1.i “Develop collaborative partnerships with Federal, state, local regulatory agencies, international entities, and governmental/nongovernmental and commercial organizations to leverage available and shared resources; improve materials and processes; identify, help develop, and comply with environmental requirements; prevent pollution; reduce waste generation; and manage cultural and natural resources in the most effective manner possible.” • Added new 1.k “Maintain an environmental management system (EMS), as implemented by NPR 8553.1, at all appropriate organizational levels. The EMS will address compliance obligations, risks, and opportunities; establish priority environmental aspects and impacts associated with GSFC’s activities, products, and services; provide a framework for setting and reviewing environmental objectives and targets; and establish processes for communicating environmental information to persons working for or on behalf of NASA and the public. The EMS will be used to address all environmental risks and opportunities of internal GSFC operations and activities.” • Deleted from 1 “These commitments demonstrate GSFC’s environmental stewardship in our community.” • Changed 2.a from “operating under the auspices of” to “supporting”. • Changed 2.a from “as directed by” to “to the extent specified or referenced in” • Removed from paragraph 3 Authority: “National Aeronautics and Space Act, 42 U.S.C. § 2451, et seq.” • Added to paragraph 4 Applicable Documents and Forms: “NPR 8510.1, NASA Cultural Resources Management; NPR 8530.1, NASA Sustainable Acquisition; NPR 8570.1, NASA Energy and Water Management Program; NPR 8590.1A, Environmental Compliance and Restoration Program; and NPR 8820.2, Facility Project Requirements” • Removed from 5.b: <ul style="list-style-type: none"> “(1) Promote this Center environmental policy;” “(2) Maintain an EMS to ensure conformance with the Center environmental policy.” “(3) Review the EMS annually for status and effectiveness.” • Added to 5.b: <ul style="list-style-type: none"> “(1) Implements NASA environmental policy and requirements;”
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		<p>“(2) Appoints the Chief of GSFC Medical and Environmental Management Division as the Center environmental manager and EMS Representative with the authority to accomplish the responsibilities of section 6;”</p> <p>“(3) Provides sufficient qualified staff and other required resources to perform environmental compliance, perform energy and water conservation activities, maintain the environmental management system, and incorporate sustainable practices;”</p> <p>“(4) Ensures implementation of Agency environmental management functional leadership activities, policies, regulations, and procedural requirements;”</p> <p>“(5) Ensures effective development and execution of environmental management training, including professional development and education initiatives that promote the knowledge and proficiency of the Center workforce in environmental management concepts and techniques;”</p> <p>“(6) Supports effective environmental communication within the Center and with the interested community;”</p> <p>“(7) In collaboration with NASA Headquarters Office of Strategic Infrastructure, establishes oversight and evaluation of Center operations through functional reviews, performance metrics, or other means to ascertain that appropriate environmental compliance and management techniques are used for identifying, documenting, evaluating, and executing all environmental requirements for programs, projects, facilities, systems, and operations. This includes responding to environmental and energy data calls from Headquarters; and”</p> <p>“(8) Shall review the EMS annually for status and effectiveness. Issue a Declaration of Conformance that the Center EMS conforms to applicable requirements of NPR 8553.1.”</p> <ul style="list-style-type: none"> • Deleted “shall” from the rest of sections 5 and 7. • Added to 5.d.6 “and regulatory compliance” • Changed 5.e from “Employees and contractor employees” to “Civil Servant and contractor employees” • Changed 5.e.2 from “Follow” to “Comply with” • Added 5.e.6 “Help achieve environmental objectives and targets applicable to their organizational level.”
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		<ul style="list-style-type: none">• Added 5.f.7 “Coordinate with tenant/contractors to evaluate and mitigate risk from activities/operations that may affect the GSFC EMS aspects; and”• Added “asbestos management” and “demolition” and “Envision certification for infrastructure projects” to 5.g.1.• Deleted “cultural resources” from 5.g.4.• Deleted “for GSFC Greenbelt” from 5.h.• Deleted 5.h.1 “Be the Director of the Management Operations Directorate”.• Deleted 5.i “Center EMS Representative for WFF”• Deleted 5.j “EMS Champion for WFF”
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