



## Goddard Procedural Requirements (GPR)

**DIRECTIVE NO.** GPR 8500.1D **APPROVED BY Signature:** Original Signed By  
**EFFECTIVE DATE:** 03/15/2022 **NAME:** David Reth  
**EXPIRATION DATE:** 03/15/2027 **TITLE:** Director of Management Operations

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### COMPLIANCE IS MANDATORY

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

**Title:** Environmental Planning and Impact Assessment

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## PREFACE

### P.1 PURPOSE

The purpose of this directive is to outline procedures and responsibilities to ensure that the Goddard Space Flight Center (GSFC) performs environmental planning and review of proposed actions for compliance with the National Environmental Policy Act (NEPA) and other applicable Federal, state, and local regulations.

### P.2 APPLICABILITY

- a. These procedures are applicable to GSFC projects, programs, projects, activities, operations, and actions (hereinafter cited as projects, see Appendix A) that have potential environmental implications. This directive applies to all GSFC personnel and facilities at all permanent, temporary, and foreign sites, as appropriate. This directive also applies to all GSFC tenant organizations, contractors, grantees, clubs, and other persons operating under the auspices of GSFC or on GSFC property as required by law and as directed by contractual, grant, and 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.

### P.3 AUTHORITY

- a. NASA Policy Directive 8500.1, NASA Environmental Management
- b. Goddard Policy Directive 8500.1, Environmental Policy and Program Management

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**P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. NEPA of 1969, as amended, 42 U.S.C. §4321 *et seq.*
- b. Executive Order (EO) 12114, Environmental Effects Abroad of Major Federal Actions
- c. Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA (40 Code of Federal Regulations (CFR), parts 1500-1508)
- d. NASA Procedures for Implementing NEPA (14 CFR, subpart 1216.3)
- e. NASA Procedural Requirements (NPR) 1441.1, NASA Records Management Program Requirements
- f. NPR 8580.1, NASA National Environmental Policy Act Management Requirements
- g. NASA Records Retention Schedules (NRRS) 1441.1
- h. NASA NEPA Desk Guide

**P.5 CANCELLATION**

GPR 8500.1C Environmental Planning and Impact Assessment

**P.6 SAFETY**

None

**P.7 TRAINING**

None

**P.8 RECORDS**

The following records result from the process described herein:

<b>Record Title</b>	<b>Record Custodian</b>	<b>Retention</b>
Management Operations Services and Information (MOSI) Environmental and Safety Review (E&SR)	MEMD	*NRRS 08/023.5.B.01.C Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.
Record of Environmental Consideration (REC)	MEMD and Project	*NRRS 08/023.5.B.01.C
Environmental Assessment (EA)	MEMD and Project	*NRRS 08/023.5.B.01.B Destroy 75 years after program, project or incident closes, or when the office of general counsel determines records are no longer needed, whichever is later

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<b>Record Title</b>	<b>Record Custodian</b>	<b>Retention</b>
Finding of No Significant Impact	MEMD and Project	*NRRS 08/023.5.B.01.B
Environmental Impact Statement (EIS)	MEMD and Project	*NRRS 08/023.5.B.01.B
Record of Decision	MEMD and Project	*NRRS 08/023.5.B.01.B
Environmental Resources Document (ERD)	MEMD	*NRRS 08/023.5.B.01.C Destroy when 20 years old.
Administrative Record	MEMD	*NRRS 08/023.5.B.01.B

*\*NRRS 1441.1 – NASA Records Retention Schedules*

## **P.9 MEASUREMENT/VERIFICATION**

MEMD shall track the following annually:

- a. Projects for which the NEPA process was completed.
- b. Number and type of Categorical Exclusions.
- c. EAs/EISs for which NASA was a cooperating agency or had a cooperating agency.

## **PROCEDURES**

### **1.0 Roles and Responsibilities**

#### **1.1 The Center Director shall:**

Ensure that the NEPA and environmental planning process is integrated into the Center’s project planning and decision-making activities and adequately funded.

#### **1.2 Directors of shall:**

- a. Ensure directorate projects are performed in accordance with NEPA and this directive.
- b. Ensure adequate resources for environmental planning and implementing the NEPA process, including the preparation of NEPA and EO12114 documentation, are included in the project budget requests.
- c. Ensure Center project personnel responsible for compliance with NEPA are aware of their NEPA responsibilities and have access to NEPA training.

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**1.3 Division Chiefs, Program Managers, Project Managers, Planners, and Activity Leads shall:**

- a. Coordinate with MEMD early in the planning (as soon as the scope is known) of new projects.
- b. Initiate environmental planning, by completing the MOSI E&SR.
- c. Provide the needed resources/funding required for the NEPA process/documentation and compliance with environmental requirements.
- d. Ensure compliance with NEPA and other environmental laws and regulations, including the preparation of required documentation, this includes obtaining necessary permits.
- e. Ensure environmental planning and the NEPA process (per NPR 8580.1) are completed properly and in a timely manner.
- f. Ensure that necessary actions are taken, in coordination with MEMD, to meet the applicable requirements of environmental laws and regulations. This includes implementing mitigation and monitoring requirements.
- g. Maintain environmental documentation in project files.
- h. Notify the MEMD if a change occurs in the project that could be relevant to environmental concerns.

**1.4 The Chief of MEMD shall:**

- a. Assign a Center NEPA Manager (CNM) for Greenbelt and one for Wallops Flight Facility (WFF).
- b. Ensure the CNM has adequate training in NEPA compliance.

**1.5 MEMD CNM and Environmental Program Managers (EPMs) shall:**

- a. Assist projects with environmental planning, permitting, reporting, and compliance with NEPA and other environmental requirements.
- b. Review and comment on projects submitted in the MOSI E&SR.
- c. Support and manage the NEPA process and preparation of NEPA documentation: Categorical Exclusion/Record of Environmental Consideration (CatEx/REC), Environmental Assessment (EA)/Finding of No Significant Impact (FONSI) or Environmental Impact Statement (EIS)/Record of Decision (ROD).
- d. Review and concur on appropriate environmental analyses, including NEPA documentation and technical studies.
- e. Maintain environmental documentation and administrative records, submit to Headquarters Environmental Management Division as appropriate, and input data into Headquarters' NASA Environmental Tracking System database.
- f. Maintain and update GSFC's ERDs (see Section 3.0).

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## 2.0 Environmental Planning and Impact Assessment Process

Environmental planning provides a process to identify environmental impacts, issues, and requirements associated with a project and to incorporate them into project planning and decision making. Environmental planning shall be integrated early into the planning process for proposed GSFC projects. This facilitates compliance with NEPA and other environmental laws, minimizes impacts to the environment, and avoids cost and schedule impacts to the project.

NASA uses the NEPA process as a framework for balanced and integrated environmental planning. NEPA is Federal legislation that establishes our national environmental policy. This law requires Federal agencies to consider the environmental impacts of actions in their planning and decision-making processes. While NEPA does not apply abroad, EO 12114 does, and requires Federal agencies to also consider the environmental impacts of their actions outside the United States. GSFC implements NEPA and EO 12114 in accordance with 40 CFR parts 1500-1508, 14 CFR subpart 1216.3, NPR 8580.1 and the NASA NEPA Desk Guide.

The Environmental Review and Process Flow (see Figure 1):

- a. Early in the planning stages of a project (as soon as the scope is known, e.g. Phase A for Flight Projects, per NPR 8580.1), the project manager shall start the environmental review and the NEPA process by submitting the project in MOSI E&SR.
- b. The EPMS (e.g., Cultural Resources, Natural Resources, Air, Water, Oil, Waste Management, and Remediation) and the CNM shall review the project in MOSI E&SR to identify potential environmental issues and compliance requirements.
- c. The CNM shall determine the appropriate level of NEPA documentation (CatEx, EA, and EIS).
- d. The results of the review shall be provided to the project manager via the E&SR.
- e. Preparation of NEPA documentation shall be done in accordance with NPR 8580.1 and NASA NEPA Desk Guide.
- f. For actions abroad, EO 12114 applies, and necessary analysis and documentation shall be prepared in accordance with NPR 8580.1 and the NASA NEPA Desk Guide.
- g. The project manager shall coordinate with the EPMS in MEMD to ensure that necessary actions are taken to meet the applicable requirements of environmental laws and regulations.
- h. MEMD shall provide support for permitting, reporting, mitigation and monitoring activities and preparation of NEPA documentation.

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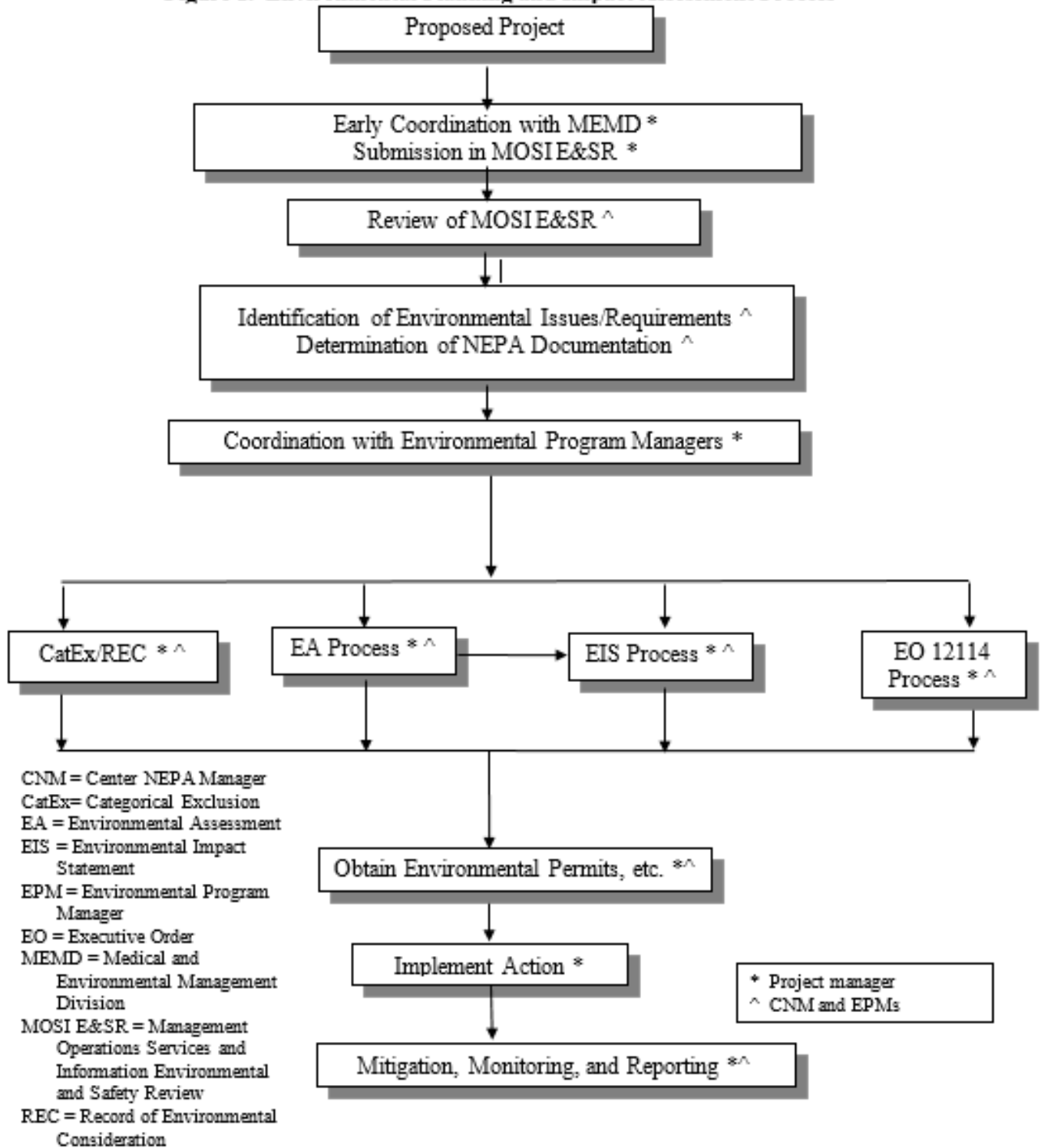
### **3.0 Environmental Resources Document (ERD)**

NPR 8580.1 requires that each NASA Center maintain an ERD. The purpose of the ERD is to provide a baseline of environmental aspects/conditions of the facility and its operations for use in the preparation of NEPA documentation, e.g., EAs and EISs.

- a. MEMD shall prepare and maintain separate GSFC ERDs, one for Greenbelt and one for WFF.
- b. The ERD shall be maintained up to date, and thoroughly reviewed every five years and revised if necessary.

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**Figure 1. Environmental Planning and Impact Assessment Process**



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## **APPENDIX A – DEFINITIONS**

Unless otherwise addressed herein, the definitions and terms used in NEPA, 40 CFR parts 1500 – 1508, 14 CFR subpart 1216.3, NPR 8580.1, and EO 12114 apply to this directive.

- A.1 Project means any GSFC program, project, activity, operation, or action.
- A.2 Project Manager means program and project managers or scientists, planners, activity leads or other persons responsible for an action.
- A.3 MOSI E&SR means the GSFC on-line environmental and safety review module within Code 200 MOSI portal

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## APPENDIX B ACRONYMS

CatEx – Categorical Exclusion  
CFR – Code of Federal Regulations  
CNM – Center NEPA Manager  
EA – Environmental Assessment  
ERD – Environmental Resources Document  
EIS – Environmental Impact Statement  
EO – Executive Order  
EPM – Environmental Program Manager  
E&SR – Environmental and Safety Review  
FONSI – Finding of No Significant Impact  
GPR – Goddard Procedural Requirements  
GSFC – Goddard Space Flight Center  
MEMD – Medical and Environmental Management Division  
MOSI – Management Operations Services and Information  
NEPA – National Environmental Policy Act  
NPR – NASA Procedural Requirements  
NRRS – NASA Records Retention Schedule  
REC – Record of Environmental Consideration  
ROD – Record of Decision  
WFF – Wallops Flight Facility

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## CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/05/2007	Initial Release
A	03/10/2010	Administratively revised to show Safety and Environmental Division (S&E) change to Medical and Environmental Management Division (MEMD) due to division name change.
B	06/21/2012	Moved document to the current GPR template. P4: Updated references for items a, c and d. Section 1: 1.1 Added “The Center Director delegates the authority to designate Center NEPA Managers to the Chief of MEMD.” Added “1.4 The Chief of MEMD shall assign a Center NEPA Program Manager for Greenbelt and one for WFF.” Renumbered 1.4 to become 1.5. Section 3: updated regulatory reference from NASA 14 CFR 1216.3 to NPR 8580.1. Changed “Wallops” to “WFF.”
C	04/17/2017	Moved document to current GPR template P.4: Updated applicable documents P.7: Changed to “None” P.8: Deleted records not referenced in text 1.0: Updated roles and responsibilities 2.0: Updated the process and reformatted Figure 1: Updated figure Appendix A Definitions: Added definition of project manager Appendix B-Acronyms: Updated acronyms
D	03/15/2022	P.2. Defined “projects” P.4. Deleted references to outdated Checklist Forms and NPR 8553.1, updated references d and e, and added a reference to NASA Records Retention Schedules (NRRS) 1441.1 P.8. Replaced checklist retention with MOSI E&SR

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		1.0: Updated roles and responsibilities 2.0: Updated the process and reformatted Figure 1: Updated figure Appendix A – Definitions: Added MOSI E&SR Appendix B-Acronyms: Updated acronyms

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