



Goddard Policy Directive (GPD)

DIRECTIVE NO.	GPD 8500.1D
EFFECTIVE DATE:	May 25, 2017
EXPIRATION DATE:	May 25, 2022

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 promotes environmental stewardship. As an integral part of all mission planning and implementation, GSFC's environmental policy is to:

- a. Comply with all applicable Federal, state, and local laws and regulations, Executive Orders, NASA policies, and other requirements;
- b. Prevent pollution, conserve natural resources, and consider the environmental impacts of Center actions during planning;
- c. Implement pragmatic and cost effective solutions to environmental challenges;
- d. Communicate with the GSFC community, our partners, and the public;
- e. 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;
 - (3) Exploring advances in environmental technology; and
 - (4) Providing a framework for setting goals, objectives and targets through our Environmental Management System (EMS).

These commitments demonstrate GSFC's environmental stewardship in our community.

2. APPLICABILITY

- a. This directive applies to all GSFC personnel, facilities, and activities, at all permanent and temporary sites. It 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 legal and other requirements, or 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.

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3. AUTHORITY

- a. National Aeronautics and Space Act, 42 U.S.C. § 2451, et seq.
- b. NPD 8500.1, NASA Environmental Management

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPR 8553.1, NASA Environmental Management System (EMS)
- b. NPR 8580.1, NASA National Environmental Policy Act Management Requirements
- c. NPR 8715.1, NASA Occupational Safety and Health Programs

5. RESPONSIBILITIES

- a. All persons, organizations, or companies shall take immediate action to correct or report a known or suspected violation of environmental requirements.
- b. Center Director will:
 - (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.
- c. Directors of shall:
 - (1) Ensure that directorate operations are performed in accordance with the 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 shall:
 - (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 Medical and Environmental Management Division (MEMD);
 - (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
 - (7) Provide resources to accomplish the preceding responsibilities.

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- e. Employees and contractor employees shall:
- (1) Review and conduct their duties in accordance with the Center environmental policy;
 - (2) Follow all applicable environmental laws, regulations, permits, policies, plans, and procedures;
 - (3) Communicate suggestions to the MEMD for improvements in the environmental programs;
 - (4) Complete required environmental training; and
 - (5) Report all known or suspected environmental concerns (problems, regulatory violations, etc.) to their managers and MEMD.
- f. Medical and Environmental Management Division shall:
- (1) Provide direction and support to the Center to implement the Center environmental policy;
 - (2) Interface between the Center and environmental regulators;
 - (3) Strategically lead, manage, and coordinate the implementation of the Center EMS;
 - (4) Coordinate reports to NASA Headquarters on EMS progress and metrics;
 - (5) Coordinate development and maintenance of appropriate permits, plans, and other program documents;
 - (6) In performing environmental duties, have access to all environmental documents and records, personnel, and operational areas to conduct interviews, surveys, and investigations;
 - (7) Have 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 shall be notified immediately; and
 - (8) The Chief and Associate Chief of MEMD shall be the designated environmental managers for GSFC-Greenbelt and GSFC-Wallops Flight Facility (WFF), respectively.
- g. Facilities Management Division shall:
- (1) Accomplish 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, etc.) 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;
 - (2) Provide copies of all communication with environmental regulators to the MEMD;
 - (3) Provide 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) Manage the sustainability, cultural resources, solid waste, office recycling, energy management, and water conservation programs for the Center.
- h. Center Environmental Management System Representative for GSFC-Greenbelt shall:
- (1) Be the Director of the Management Operations Directorate;

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- (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;
 - (4) Share information, expertise, and resources to promote the integration of environmental management activities; and
 - (5) Validate the development, implementation, and maintenance of Center EMS requirements in accordance with NPR 8553.1.
- i. Center EMS Representative for WFF shall:
- (1) Be the Assistant Director of the Management Operations Directorate;
 - (2) Act as liaison between the Environmental Office and WFF senior management regarding the EMS;
 - (3) Facilitate interaction among personnel/tenants regarding the implementation of the EMS;
 - (4) Share information, expertise, and resources to promote the integration of environmental management activities; and
 - (5) Validate the development, implementation, and maintenance of Center EMS requirements in accordance with NPR 8553.1.
- j. EMS Champion for WFF shall:
- (1) Be the Deputy Director of the Suborbital and Special Orbital Projects Directorate;
 - (2) Provide commitment and leadership with respect to the EMS;
 - (3) Facilitate top management visibility, involvement, and support for the EMS; and
 - (4) Report to WFF senior management on the progress of the EMS.

6. DELEGATION OF AUTHORITY

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

7. MEASUREMENT/VERIFICATION

- a. MEMD shall monitor, assess, and report on the metrics specified in applicable environmental statutes, regulations, and Executive Orders, and continually assess available metrics for trends and process improvement.
- b. MEMD shall assemble and report 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.

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8. CANCELLATION

GPD 8500.1C, Environmental Policy and Program Management

Original Signed By
Christopher J. Scolese
Director

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Attachment A – Definitions

None

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Attachment B – Abbreviations

Abbreviation	Definition
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 • Section 7, added “or designee” Changed “component facility” to “WFF.”

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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: <ul style="list-style-type: none"> “(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”.
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