



Goddard Policy Directive (GPD)

DIRECTIVE NO.	GPD 8500.1B
EFFECTIVE DATE:	March 10, 2010
EXPIRATION DATE:	September 26, 2012

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. Consider the neighboring natural environment while executing GSFC's mission;
- b. Comply with applicable Federal, state, and local legislation and regulations; Executive Orders (EO); NASA policies and other requirements;
- c. Prevent pollution and conserve natural resources;
- d. Implement pragmatic and cost effective solutions to environmental problems;
- e. Communicate with GSFC's family, our partners, and the public; and
- f. Continue to improve our environmental performance through our Environmental Management System (EMS) including:
 - (1) Promote awareness through education and training;
 - (2) Consider the environment as we do our jobs;
 - (3) Explore advances in environmental technology; and
 - (4) Provide a framework for setting objectives and targets.

These commitments enable each of us to do our part for environmental stewardship in our backyard.

2. APPLICABILITY

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 law, and as directed by contractual, grant, and agreement documents.

GSFC component facilities may develop EMSs unique to their facilities, if development and implementation of an EMS for the facility are required.

3. AUTHORITY

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

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4. REFERENCES

- a. NPR 8553.1, NASA EMS
- b. NPR 8580.1, Implementing the National Environmental Policy Act and EO 12114
- 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 regulations, rules, or permits.
- b. Center Director will:
 - (1) Promote this Center environmental policy;
 - (2) Maintain an EMS to ensure conformance with the Center environmental policy. At GSFC component facilities requiring an EMS, this responsibility will be delegated to the authority identified in Section 6, Delegation of Authority; and,
 - (3) Review the EMS annually for status and viability.
- 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 trained to accomplish their responsibilities as related to environmental requirements;
 - (4) Resolve all reports of environmental threats and forward reports that are beyond the scope and responsibility of the manager to the MEMD;
 - (5) Ensure control of environmental program documents and records associated with their organization's operations; and
 - (6) Provide resources to accomplish the preceding responsibilities.
- e. Employees and contractor employees shall:

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- (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 threats (problems, regulatory violations, etc.) to their managers and MEMD.

f. Medical and Environmental Management Division shall:

- (1) Provide direction and professional services to the Center to implement the Center environmental policy;
- (2) Interface between the Center and environmental regulators;
- (3) Coordinate reports to NASA Headquarters Environmental Management Division on EMS progress and metrics;
- (4) Coordinate development and maintenance of appropriate permits, plans, and other program documents;
- (5) In performing environmental duties, have access to all environmental documents and records, personnel, and operational areas to conduct interviews, surveys, and investigations;
- (6) Have the authority to cease any process or operation that in its judgment presents a clear and imminent threat to human health or the environment. The responsible supervisory personnel shall be notified immediately; and,
- (7) Have the senior environmental engineer/group lead of the environmental teams of GSFC's Greenbelt and Wallops (WFF) facilities serve as the environmental managers for their respective facilities and subordinate facilities.

g. Facilities Management Division shall:

- (1) Coordinate permitting and ensure implementation of environmental requirements for all construction projects (e.g., National Environmental Policy Act, storm water management, sediment and erosion control, wetlands, forest conservation, etc.); and
- (2) Manage the historical and cultural resources, solid waste, office recycling, energy management and water conservation programs for the Center.

h. Center Environmental Management System Representative for GSFC shall:

- (1) Be the Assistant Director for Safety and Security;
- (2) Validate the development, implementation, and maintenance of Center EMS requirements in accordance with NPR 8553.1.

i. GSFC Safety Council shall:

- (1) Serve as the environmental committee for the Greenbelt campus;
- (2) Review EMS metrics on a quarterly basis and propose corrective action if the

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- performance on these metrics does not achieve the established objectives and targets;
- (3) Report EMS progress or problems to GSFC's Executive Council;
 - (4) Advocate for resources necessary for the effective operation and maintenance of the Center EMS; and,
 - (5) Drive the efforts in their respective organizations to achieve the objectives and targets as well as environmental management programs established in the EMS.

j. GSFC EMS Core Implementation Team for the Greenbelt facility, shall:

- (1) Be comprised of representatives of the Greenbelt facility organizations and chaired by a representative of the MEMD;
- (2) Support the development, implementation, and maintenance of the EMS;
- (3) Coordinate EMS activities within their own Directorate or office;
- (4) Promote EMS training to the personnel in their functional areas;
- (5) Review, update, and maintain all EMS documentation in their functional areas;
- (6) Participate in EMS assessments of the Center;
- (7) Periodically assess, review, and report on the condition of the EMS in their functional areas;

and,

- (8) Participate in Center EMS aspect reviews.

6. DELEGATION OF AUTHORITY

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

7. MEASUREMENT

MEMD shall monitor, assess, and report on the metrics specified in applicable environmental statutes, regulations, and EOs, on at least a 3-year cycle. MEMD shall also continually assess available metrics for trends and process improvement.

MEMD shall assemble and report metrics for high-priority aspects, objectives, and targets to the Center Director for the review of the Greenbelt facility EMS on at least an annual basis. Component facilities shall report EMS metrics to the authority identified in Section 6, Delegation of Authority on at least an annual basis.

8. CANCELLATION

GPD 8870.1, Environmental Program Management

Robert D. Strain
Director

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	06/29/04	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	09/26/07	<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 • Updated signature block
B	03/10/10	Administratively revised to show Safety and Environmental Division (S&E) change to Medical and Environmental Division (MEMD) due to Code 250 reorganization.

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