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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 MANUAL**

Responsible Office:

250/WALLOPS ENVIRONMENTAL OFFICE

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## Wallops Environmental Management Manual

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## FOREWORD

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

This manual applies to all civil service employees at WFF, including the Main Base, Mainland, and Island locations. It also applies to all WFF contractors, tenant organizations, grantees, clubs, and other persons operating under the auspices of Goddard Space Flight Center (GSFC) or on GSFC property at WFF, 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. The scope also includes activities, products, and services of partners, tenants, and contractors if they occur at WFF and if they relate to regulatory, NASA or WFF environmental requirements.

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/>

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## **PREFACE**

### **P1. AUTHORITY**

GPR 8500.8, Environmental Management Implementation for GSFC Wallops Flight Facility

### **P.2 REFERENCES**

- a. NPD 8500.1, NASA Environmental Management
- b. NPR 7120.5, NASA Space Flight Program and Project Management Requirements
- c. NPR 8715.2, NASA Emergency Preparedness Plan Procedural Requirements
- d. NPR 8553.1, NASA Environmental Management System (EMS)
- e. GPD 8500.1, Environmental Program Management
- f. GPR 1410.1, Directives Management
- g. GPR 1410.2, Configuration Management
- h. GPR 1440.8, Records Management
- i. GPR 8500.1, Environmental Planning and Impact Assessment
- j. GPR 8500.8, Environmental Management Implementation for GSFC Wallops Flight Facility
- k. GPR 8730.1, Calibration and Metrology
- l. GPR 9980.1, Internal Audit System

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### P3. TRAINING

**P.3.1 EMS Awareness Training.** General EMS awareness training requirements are described in WFF-EM-002.

**P.3.2 EMS Auditor Training.** The Environmental Office maintains a list of qualified EMS or ISO auditors from which EMS review teams are formed. Qualifications are based on the following:

**Auditor** – The individual has successfully completed EMS auditor training as evidenced by training certification or class attendance record or has participated as an auditor in at least one EMS review as evidenced by a review report. An individual may also qualify by participating as an observer on a minimum of two EMS reviews.

### P.4 RECORDS

No.	Record Title	Record Custodian	Retention
1	Environmental Aspects and Impacts Evaluation with resulting List of Significant Environmental Aspects	Environmental Office	*NRRS 8.43.A.1. Retain on-site for 5 years and then destroy unless there is an earlier destruction authorized either in this handbook by specific record series, citation in the code of federal regulations (CFR); or some other appropriate regulatory authority or specific state agency governing such records.
2	EMS Legal Requirements Register, permits, notices, communications with regulatory agencies	Environmental Office	*NRRS 8.43.A.1.
3	Environmental Objectives, Targets and supporting Environmental Management Programs (plus approvals and status review documentation)	Environmental Office	*NRRS 8.43.A.1.
4	Records of Personnel, Contractor, and Partner Communications	Environmental Office	*NRRS 3.19. Paper records are retained on site and are destroyed or transferred in accordance with the specific record series identified in this schedule.
5	Records of External Inquiries Received Regarding Environmental Issues, Responses Made, and Actions Taken	Wallops Office of Public Affairs	*NRRS 1.49.A1. Destroy 2 years after date of reply.
6	Environmental Risk/Impact Assessments Associated with New Missions or Projects	Environmental Office	*NRRS 8.103. Temporary. Destroy/delete between 5 and 30 years after program/project termination.
7	Environmental Monitoring Data and Measurement Data as described in Section 5.1	Environmental Office and Supervisors	*NRRS 8.43.A.1.

8	Nonconformance, Corrective and Preventive Action Register in the environmental database	Environmental Office	Close file at end of survey/audit at end of fiscal year. Destroy when 9 years old.
9	EMS Review Plans and Results of EMS Reviews and EFRs	Environmental Office	Close file at end of survey/audit at end of fiscal year. Destroy when 9 years old.
10	Documentation of decisions regarding external communication of significant environmental aspects	Environmental Office and Public Affairs	*NRRS 8.43.A.1.
11	Results of tests of emergency response procedures	Environmental Office and WFF Fire Department	*NRRS 1.4. Destroy when 3 years old, or 1 year after completion of next exercise, whichever comes first.
12	Environmental Management Review decisions and action items	Environmental Office	Retire to WFF Records Storage Archive, as appropriate.

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

## P.5 METRICS

The Environmental Office shall collect data for the metrics described below, track the status on a quarterly basis, and use this information in conjunction with the EMS Core Team to review the effectiveness of the EMS in meeting the commitments of GPD 8500.1. The Environmental Office, the Environmental Program Managers and the Core Team shall review the data annually to identify any trends and underlying causes. The Environmental Office will report this information annually to WFF senior management. The Environmental Office also reports this information to NASA Headquarters (HQ) Environmental Management Division (EMD) in accordance with the established schedule.

- a. Number of Environmental Management Program (EMP) actions successfully completed on schedule;
- b. Number of Nonconformances and corrective and preventive actions documented;
- c. Number of Nonconformances and corrective and preventive actions successfully addressed on schedule; and
- d. Those metrics required by NASA Headquarters Environmental Management Division (HQ EMD).

These metrics are consistent with those established by NASA Headquarters, and support the achievement of NASA-wide environmental objectives and targets.

## P.6 DEFINITIONS

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

- a. **EMS Core 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 in Section 1.4.

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- b. **EMS Review** – A review of the Wallops EMS, following EMS audit principles and techniques.
- c. **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.
- d. **Environmental Program Manager** – An Environmental Office staff member who has responsibility for managing the implementation of compliance activities for a given environmental program.
- e. **Operational Controls** – The documented procedures and work instructions that describe how operations and tasks are conducted on a day-to-day basis.
- f. **Project Manager** – Any person who manages a project as defined in NPR 7120.5.

## P.7 ACRONYMS

EFR	Environmental Functional Review
EMP	Environmental Management Program
EMS	Environmental Management System
GPD	Goddard Policy Directive
GPR	Goddard Procedural Requirements
GSFC	Goddard Space Flight Center
HQ EMD	Headquarters Environmental Management Division
ICP	Integrated Contingency Plan
WFF	Wallops Flight Facility

## GENERAL REQUIREMENTS

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

### 1 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; and
- d. Serving as the final environmental risk acceptor/disposition official for EMS activities.

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1.2 The Deputy Director of Code 800 shall be responsible for:

- a. Conforming with Roles and Responsibilities described in GPD 8500.1;
- b. Providing commitment and leadership with respect to the EMS;
- c. Facilitating top management visibility, involvement, and support for the EMS; and
- d. Reporting to WFF senior management on the progress of the EMS.

1.3 The WFF Environmental Management Representative shall be responsible for:

- a. Acting as liaison between the Environmental Office and WFF senior management regarding the EMS;
- b. Facilitating interaction among personnel/tenants regarding the implementation of the EMS;
- c. Sharing information, expertise, and resources to promote the integration of environmental management activities; and
- d. Ensuring the implementation and maintenance of the WFF EMS.

1.4 The EMS Core Team shall be responsible for:

- a. Reviewing and commenting on objectives, targets, conformances, nonconformances, and EMPs;
- b. Reviewing the EMS metrics described in P.5, and
- c. Providing input on current and future activities, products, and services to sustain the EMS.

1.5 The WFF Environmental Office shall be responsible for:

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

1.6 Environmental Program Managers shall be responsible for:

- 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; and
- c. Providing technical and regulatory support to WFF personnel.

1.7 The Wallops Office of Public Affairs shall be responsible for providing support in all areas of internal and external environmental communications (e.g., with local communities or the media).

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

1.9 Supervisors shall be 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;
- f. Ensuring employees receive the required environmental training; and
- g. Routinely assessing their areas of responsibility against performance requirements and guiding employees on improvements.

1.10 Employees shall be 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. Understanding environmental impacts and what can be done to minimize impacts;
- d. Completing the required environmental training and becoming competent in the operational controls for those work areas that have a significant impact on the environment;
- e. Reporting any unsound environmental practices or concerns to their supervisor, and taking corrective/preventive action as appropriate; and
- f. Participating in environmental activities, when required.

## **2 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 <http://www.wallops-ems.org/index.asp>.

## **3 PLANNING**

### **3.1 Environmental Aspects and Impacts**

Using the procedure for environmental aspects and impacts outlined in NPR 8553.1, the Environmental Office, Environmental Program Mangers and the Core 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 shall create a list of Significant Environmental Aspects, considering all

activities, products, and services under WFF control, including those pursuant to the WFF mission. All directorates at WFF shall support this process by providing information as requested.

### **3.2 Legal and Other Environmental Requirements**

The Environmental Program Managers shall 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, NASA Procedural Requirements (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.

The Environmental Program Managers shall then assess the applicability and impact of the regulations on WFF, and take actions to ensure WFF's ongoing compliance. The Project Managers shall 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 in the Environmental Office, shall identify regulatory requirements that are permit driven.

The Environmental Regulatory Program Managers shall also ensure that these requirements are made available to appropriate individuals and shall maintain an up-to-date EMS Legal Requirements Register for their program area in the EMS database at <http://www.wallops-ems.org/index.asp>.

### **3.3 Objectives and Targets**

The Environmental Office, Environmental Program Managers and the Core Team shall develop and establish objectives and targets for the high priority environmental aspects (HPEA's). The objectives and targets shall be consistent with GPD 8500.1 and should drive continual improvement in environmental performance.

If it is determined that significant environmental aspects cannot be addressed because they are technically unfeasible or economically unreasonable, the Environmental Office shall document the rationale behind this determination for review by WFF senior management.

In setting the objectives and targets, WFF shall consider:

- Legal and other requirements (when applying the process for determining significant aspects);

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- 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 shall be reviewed by the Environmental Office, Environmental Program Mangers and the Core Team annually and updated as necessary. The Environmental Office presents them to WFF Senior Management at the annual EMS Management Review for their review, concurrence and implementation. Once approved, the WFF Senior Manager shall ensure their implementation.

### **3.4 Environmental Management Programs**

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

The Environmental Office tracks and updates the status of the EMPs on a semi-annual basis but prefers to meet on a quarterly basis, to confirm progress towards the objectives and targets.

The Environmental Office, Environmental Program Mangers and the Core 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.

## **4 IMPLEMENTATION AND OPERATION**

### **4.1 Structure and Responsibility**

Roles and responsibilities for the implementation of the EMS were summarized in section 1. Further details are provided in the directives referenced in this document.

### **4.2 Environmental Training, Awareness, and Competence**

Supervisors shall identify environmental training needs for their staff with the support of the Environmental Office (when requested). They shall also ensure that effective and timely training is provided, and shall maintain training records. Training, awareness, and competence shall be in accordance with WFF-EM-002, Wallops EMS Training Manual, located at: <http://sites.wff.nasa.gov/code250/>.

### **4.3 Communication**

#### **4.3.1 Internal Communications**

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The Environmental Office shall communicate with WFF organizations to ensure that personnel are aware of environmental issues and requirements. It shall:

- Conduct regular and timely environmental awareness communications, which may include newsletters, fact sheets, bulletin boards, special announcements and outreach events;
- Meet with its contract support on a monthly basis 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 Public Affairs to the maximum extent practicable.

#### 4.3.2 External Communications

General environmental information such as the Center's environmental policy shall be made 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 Public Affairs. The Office of Public Affairs shall be responsible for receiving and responding to inquiries and concerns on a case by case basis, involving the Environmental Office as appropriate. The Office of Public Affairs shall keep records of all inquiries received, responses made, and actions taken. In addition, the WFF Public Affairs Office maintains documented procedures for environmental external communications, which include restoration activities and facility operations at WFF.

#### 4.4 EMS Documentation and Document Control

Documents that define the operation of the EMS are available electronically through the WFF computer server. These documents are controlled in accordance with GPR 1410.1 and GPR 1410.2. The most current version of the EMS documents shall be available online. Obsolete documents shall be removed or clearly marked as obsolete, and maintained as records. WFF EMS directives shall be developed and maintained in conformance to GPR 1410.1.

#### 4.5 Operational Control Documentation

##### 4.5.1 Current Operations

Documented requirements shall be 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.

4.5.1.1 Key Documents. The following key documents shall be developed to address these issues.

- GPR 8500.1 Environmental Impact Planning and Assessment
- GPR 8500.2 Pollution Prevention and Affirmative Procurement
- GPR 8500.3 Waste Management
- GPR 8500.4 Air Quality Management
- GPR 8500.5 Water Management
- GPR 8500.6 Natural, Cultural, and Historic Resources Management
- GPR 8500.7 Site Investigations and Remediation
- GPR 8500.8 Environmental Management Implementation for GSFC Wallops Flight Facility

The WFF Integrated Contingency Plan is also a key document, and is described in Section 4.6.

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

4.5.1.3 Contractor Operations. Where operational controls are the responsibility of WFF contractors, WFF management shall ensure that environmental requirements are communicated and agreed with its contractors, either through the contract, memoranda of agreement, or correspondence, and shall include these requirements in the contract no later than the next recompetition.

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

#### 4.5.2 Maintaining current information about environmental aspects and impacts

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

The Environmental Office shall 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. Records of participation in these meetings and their reviews of facility project status reports are maintained.

## 4.6 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 environmental emergencies such as

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spills and accidental releases. The ICP shall be consistent with the requirements in NPR 8715.2. Other procedures are available for responding to hurricane and flood related environmental emergencies.

The ICP shall be under configuration control by the Wallops Environmental Office as stated in GPR 8500.8. The ICP shall be posted and available on the WFF internal web page: <http://sites.wff.nasa.gov/code250/>. The ICP shall be reviewed at least annually and revised as necessary by the WFF Environmental Office.

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

## **5 CHECKING AND CORRECTIVE ACTION**

### **5.1 Monitoring and Measurement**

The Environmental Office shall monitor and measure significant environmental aspects and progress towards meeting the objectives and targets through quarterly monitoring of metrics and action items in the EMPs. The Environmental Office shall track requirements associated with the EMS operational controls for the WFF activities and assess effectiveness and adequacy of those controls during planned internal assessments.

Compliance to environmental legislation is monitored on a 3-year cycle by the HQ EMD through Environmental Functional Reviews (EFRs).

Conformance to applicable procedures shall be periodically assessed by supervisors through inspections, meetings, or other means of their own choosing. Supervisors shall keep records of this process.

Records of environmental monitoring and measurement data shall be maintained. Equipment used for collecting environmental data shall be calibrated and records of calibration retained in accordance with GPR 8730.1.

### **5.2 Nonconformity, Corrective, and Preventive Action**

Noncompliances with EMS requirements or environmental regulations are identified and documented during internal EMS reviews (see 5.4) and EFRs or when they come to the attention of the Environmental Office (e.g., as a result of accidental releases, drills, tests, community or employee comments, or other reviews of the EMS). Following an incident, the Environmental Office shall facilitate the investigation process with the participation of relevant stakeholders. The Environmental Office shall ensure that appropriate corrective/preventive actions are defined, agreed upon, and implemented.

Nonconformities, corrective, and preventive actions shall be documented and stored in an electronic database. The Environmental Office shall review the database at least annually (see P.5) to ensure the timely and effective completion of actions and to identify any trends. Results of these reviews shall be a part of the EMS Management Review (see section 6).

### 5.3 Records

Records required to support the operation of the EMS shall be listed in directives and procedures. Records shall be maintained in accordance with GPR 1440.8.

Other records that relate to the operation of the EMS are identified in the EMS database at <http://www.wallops-ems.org/index.asp> .

### 5.4 EMS Audit

A facility-wide internal audit of the Wallops EMS is conducted annually to confirm that the EMS conforms to the requirements of this directive. The audit program shall take into consideration the environmental importance of the operations concerned and the results of previous audits. Auditors shall be competent on the basis of adequate training, education and experience (see P.3). Auditors shall be independent of the areas they are assigned to audit. Every third year, this audit is replaced by an EFR performed by HQ EMD. EFR auditors shall use the NASA EMS Checklist in NPR 8553.1 to review the effectiveness of the EMS. The results of the audit, along with recommendations for improvement, shall be communicated to WFF senior management.

The audit shall be conducted as described in GPR 9980.1. However, EMS auditors shall adopt the following changes to align the procedure with EMS requirements:

- a. The procedure is extended to apply to all WFF organizations and functions within the scope of the EMS.
- b. Nonconformities, Corrective, and Preventive Actions shall be documented and managed through the EMS supporting database at <http://www.wallops-ems.org/index.asp>.

## 6 MANAGEMENT REVIEW

The Director of Wallops Flight Facility shall review the status and viability of the EMS annually, to ensure its continued suitability, adequacy, and effectiveness. He or she shall involve other representatives from Senior Management as appropriate. The EMS Management Review shall include but is not limited to:

- Environmental Policy;
- Objectives, Targets, and EMPs;
- Determination of technical feasibility and economic reasonableness where it was decided not to set objectives and targets to address significant environmental aspects;
- Results of EMS Reviews, EFRs, and Status of Corrective and Preventive Actions;
- Metrics and proposed continual improvement measures; and
- Improvements from previous EMS Management Reviews.

The WFF Environmental Office shall gather the information necessary to assist WFF senior management in carrying out the review.

An objective of the management review shall be the identification of the potential need for changes to the Environmental Policy, Objectives and Targets or any elements of the EMS in support of continual improvement.

Relevant information about the review, decisions, and follow-up actions shall be recorded. Corrective actions shall be documented. The Wallops Environmental Office shall communicate this information to NASA HQ EMD.

**CHANGE HISTORY LOG**

<b>Revision</b>	<b>Effective Date</b>	<b>Description of Changes</b>
-		Initial Release