



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 8500.1C **APPROVED BY Signature:** Original Signed By
EFFECTIVE DATE: April 17, 2017 **NAME:** Raymond Rubilotta
EXPIRATION DATE: April 17, 2022 **TITLE:** Director Of Management Operations

COMPLIANCE IS MANDATORY

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

Title: Environmental Planning and Impact Assessment

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 programs, projects, activities, operations, and actions 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

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

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- c. Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA (40 Code of Federal Regulations (CFR), parts 1500-1508.)
- d. Procedures for Implementing NEPA (14 CFR, subpart 1216.3)
- e. NASA Procedural Requirements (NPR) 1441.1, NASA Records Retention Schedules (NRRS)
- f. NPR 8580.1, NASA National Environmental Policy Act Management Requirements
- g. NPR 8553.1, NASA Environmental Management System
- h. NASA NEPA Desk Guide
- i. GSFC Form 23-73, Environmental Checklist, Facilities
- j. GSFC Form 23-74, Environmental Checklist, Flight Projects
- k. GSFC Form 23-75, Environmental Checklist, Research and Development (R&D) Projects
- l. GSFC Form 23-77, Environmental Checklist, Grants
- m. GSFC Form 23-78, Environmental Checklist, Routine Payload Projects
- n. Environmental Checklist, Wallops Flight Facility (WFF) Site-Wide EA

P.5 CANCELLATION

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P.6 SAFETY

None

P.7 TRAINING

None

P.8 RECORDS

The following records result from the processes described herein and are defined in NPR 8580.1:

Record Title	Record Custodian	Retention
Environmental Checklist	MEMD	*NRRS 8/23.5B1c 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	NRRS 8/23.5B1c

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Environmental Assessment (EA)	MEMD	NRRS 8/23.5B1b 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
Finding of No Significant Impact	MEMD	NRRS 8/23.5B1b
Environmental Impact Statement (EIS)	MEMD	NRRS 8/23.5B1b
Record of Decision	MEMD	NRRS 8/23.5B1b
Environmental Resources Document (ERD)	MEMD	NRRS 8/23.5B5 Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.

**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 ensures that the NEPA process and environmental planning are integrated into the Center’s project planning and decision-making activities.

1.2 Directors of shall:

- a. Ensure directorate programs, projects, and activities are performed in accordance with NEPA and this directive; and
- b. Ensure adequate resources for environmental planning and implementing the NEPA process, including the preparation of NEPA documentation, are included in the project budget requests.

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

- a. Identify programs, projects, activities, operations, and actions that may affect the environment or require environmental planning;
- b. Coordinate with MEMD early in the planning (as soon as the scope is known) of new programs, projects, and activities;

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- c. Initiate environmental planning, including completing the appropriate environmental checklist(s);
- d. Ensure compliance with NEPA and other environmental laws and regulations, including the preparation of required documentation;
- e. Ensure the NEPA process is completed properly and in a timely manner as required in NPR 8580.1;
- f. Maintain environmental documentation in project files;
- g. Ensure that necessary actions are taken, in coordination with MEMD, to meet the applicable requirements of environmental laws and regulations. This includes obtaining necessary permits and implementing mitigation and monitoring requirements;
- h. Provide the needed resources/funding required for the NEPA process/documentation and compliance with environmental requirements; and
- i. Notify the MEMD if a change occurs in the program, project, or activity that is relevant to environmental concerns.

1.4 The Chief of MEMD shall assign a Center NEPA Manager (CNM) for Greenbelt and one for WFF.

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. 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);
- c. Review and concur on appropriate environmental analyses, including NEPA documentation and technical studies;
- d. Maintain environmental documentation and administrative records, submit to Headquarters Environmental Management Division as appropriate, and input data into Headquarters' NASA Environmental Tracking System database; and
- e. Maintain and update GSFC's ERDs (see Section 3.0).

2.0 Environmental Planning and Impact Assessment for Projects

2.1 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 and activities. 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.

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GSFC implements NEPA and EO 12114 in accordance with NPR 8580.1 and NASA NEPA Desk Guide.

- 2.2 The start of environmental review and the NEPA process (see Figure 1) begins with an environmental checklist.
- a. Early in the planning stages of a project (as soon as the scope is known, Phase A for Flight Projects), the project manager shall contact the CNM or other EPM.
 - b. The CNM shall determine which environmental checklist is required.
 - c. The project manager with support from the CNM, if needed, shall complete the appropriate environmental checklist(s) as directed, and submit it to the CNM. The following environmental checklists are available:
 - GSFC Form 23-73, Environmental Checklist, Facilities
 - GSFC Form 23-74, Environmental Checklist, Flight Projects
 - GSFC Form 23-75, Environmental Checklist, R&D Projects
 - GSFC Form 23-77, Environmental Checklist, Grants
 - GSFC Form 23-78, Environmental Checklist, Routine Payload Projects
 - Environmental Checklist, Wallops Flight Facility (WFF) Site-Wide EA
 - d. The EPMs and the CNM shall review the checklist to identify potential environmental issues and compliance requirements.
 - e. The CNM shall determine the appropriate level of NEPA documentation (CatEx/REC, EA, and EIS).
 - f. The results of the review shall be provided to the project manager.
 - g. Preparation of NEPA documentation shall be done in accordance with NPR 8580.1 and NASA NEPA Desk Guide.
 - h. 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
 - i. The project manager shall coordinate with the EPMs in MEMD (e.g., Air, Water, Oil, Natural Resources, Waste Management, and Remediation) to ensure that necessary actions are taken to meet the applicable requirements of environmental laws and regulations.
 - j. MEMD shall provide support for permitting, reporting, mitigation and monitoring activities and preparation of NEPA documentation.
 - k. The project and MEMD shall work within the EMS structure of Plan-Do-Check-Act (see NPR 8553.1), as appropriate, to ensure compliance, mitigation and monitoring goals are met, and corrective actions are taken when needed.

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.

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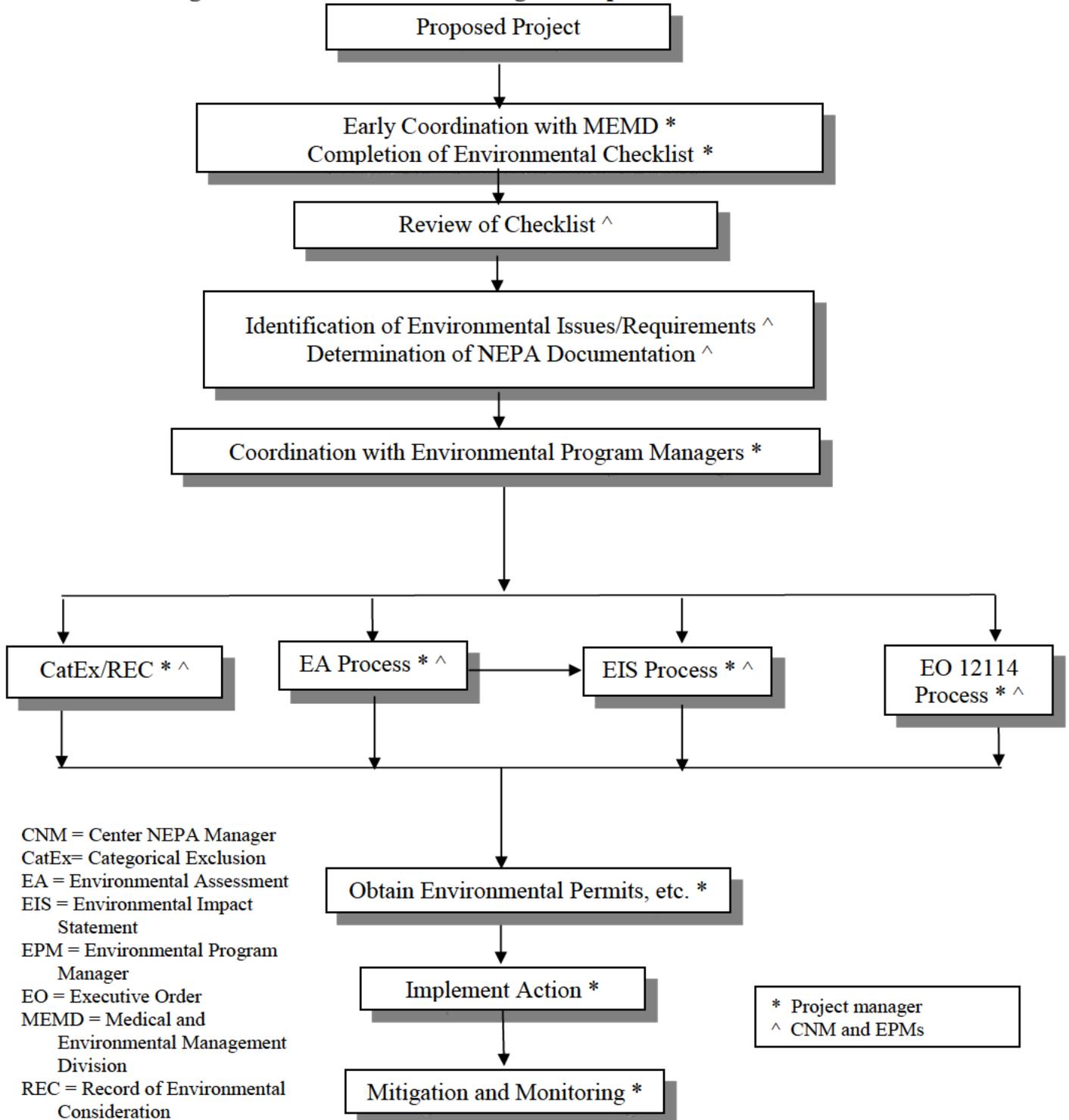
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- a. MEMD shall prepare and maintain separate GSFC ERDs, one for Greenbelt and one for WFF.
- b. The ERD shall be maintained up to date, and thoroughly reviewed every five years and revised if necessary.

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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 Part 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.

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Appendix B – Acronyms

CFR	–	Code of Federal Regulations
CNM	-	Center NEPA Manager
EA	–	Environmental Assessment
ERD	–	Environmental Resources Document
EIS	–	Environmental Impact Statement
EMS	–	Environmental Management System
EO	–	Executive Order
EPM	-	Environmental Program Manager
FONSI	-	Finding of No Significant Impact
GPR	–	Goddard Procedural Requirements
GSFC	–	Goddard Space Flight Center
MEMD	–	Medical and Environmental Management Division
NEPA	–	National Environmental Policy Act
NPR	–	NASA Procedural Requirements
NRRS	–	NASA Records Retention Schedule
REC	–	Record of Environmental Consideration
ROD	-	Record of Decision
R&D	–	Research and Development
WFF	–	Wallops Flight Facility

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/5/2007	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