



Goddard Procedural Requirements (GPR)

DIRECTIVE NO.	<u>GPR 8500.4E</u>	APPROVED BY Signature:	<u>Original Signed By</u>
EFFECTIVE DATE:	<u>September 10, 2018</u>	NAME:	<u>Raymond J. Rubilotta</u>
EXPIRATION DATE:	<u>September 10, 2023</u>	TITLE:	<u>Director Of Management Operations</u>

COMPLIANCE IS MANDATORY

Responsible Office: 250/Medical and Environmental Management Division

Title: Air Quality Management Program

PREFACE

P.1 PURPOSE

The purpose of this directive is to define the responsibilities and controls for Goddard Space Flight Center (GSFC) operations that release contaminants or have the potential to release contaminants into the atmosphere. This GPR outlines the responsible parties and procedures to be followed when planning new potential sources of airborne contaminants, modifying existing sources, operating permitted and regulated sources, and maintaining GSFC fleet vehicles.

P.2 APPLICABILITY

- a. This directive applies to all GSFC civil service personnel, facilities, and activities, including all permanent and temporary activities at Greenbelt and the Wallops Flight Facility (WFF). 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.
- b. Managers of locations remote from Greenbelt and WFF shall ensure that an adequate air quality management system is established and documented in organization-level directives or controlled documents to achieve compliance with the regulatory, Agency, and GSFC requirements.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- d. 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

NPD 8500.1, NASA Environmental Management.

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Clean Air Act (CAA), 42 U.S.C. Chapter 85, as amended.

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- b. Code of Federal Regulations (CFR) Title 40, Parts 50 through 98.
- c. GPD 8500.1, Environmental Policy and Program Management.
- d. Maryland Department of the Environment Part 70 Operating Permit, Number for GSFC, Number 24-033-00675.
- e. WFF Stationary Source Permit to Operate, Main Base Synthetic Minor Permit, Number 40217
- f. WFF Stationary Source Permit to Operate, Mainland/Island Synthetic Minor Permit, Number 40909
- g. GSFC Form 23-73, Environmental Checklist for facility projects at Greenbelt and WFF Site-Wide
- h. GSFC Form 23-75, Environmental Checklist for Research and Development Projects at Greenbelt
- i. WFF Site-Wide NEPA Checklist

P.5 CANCELLATION

GPR 8500.4D Air Program Management

P.6 SAFETY

None.

P.7 TRAINING

- a. All personnel who operate permitted sources of airborne contaminants shall be trained and certified as required by the issued permit and applicable regulations.
- b. Personnel who maintain, service, repair, or dispose of refrigerant-containing equipment containing Ozone Depleting Substances (ODS) or their non-exempt substitute shall be trained and certified. Individuals not properly certified in accordance with federal and state regulations cannot maintain, service, repair, or dispose of refrigerant-containing equipment.

P.8 RECORDS

Record Title	Record Custodian	Retention
Permit Applications	Medical and Environmental Management Division (MEMD)	*NRRS 8/23.5B3 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
Semi-Annual Fuel Usage Report	MEMD	*NRRS 8/23.5A4 Cut off Annually. Destroy 3 years after cutoff or when no longer needed, whichever is longer.
Six-Month Monitoring Report	MEMD	*NRRS 8/23.5A4 Cut off Annually. Destroy 25 years after cutoff or when

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		no longer needed, whichever is longer.
Annual Air Emissions Certification Reports	MEMD	*NRRS 8/23.5A5 Cut off Annually. Destroy 25 years after cutoff or when no longer needed, whichever is longer
Title V Operating Permit Annual Compliance Certification	MEMD	*NRRS 8/23.5A5 Cut off Annually. Destroy 25 years after cutoff or when no longer needed, whichever is longer
ODS Certifications and ODS substitute for Civil Servant personnel	SATERN	*NRRS 3/33C1 Destroy or delete 5 years after separation of employee or when no longer needed, whichever comes first.
ODS Certifications and ODS substitute for Government-owned equipment	User/Managing Organization	*NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed Must be maintained for the life of the equipment.
Emissions Monitoring Records	User/Managing Organization	*NRRS 8/23.5A3 Cut off Annually. Destroy 3 years after cutoff or when no longer needed, whichever is longer
Material Usage and Operation Records	User/Managing Organization	*NRRS 8/23.5A3 Cut off Annually. Destroy 3 years after cutoff or when no longer needed, whichever is longer
Excess emissions and deviations records	User/Managing Organization	*NRRS 8/23.5A1 Cut off Annually. Destroy 10 years after cutoff or when no longer needed, whichever is longer
Fleet vehicle emission inspections	Information and Logistics Management Division	*NRRS6/11I Temporary. Destroy when 3 years old, or until no longer needed for NASA business used, whichever is later.
Correspondence related to regulatory inspections	MEMD	*NRRS 8/23.5A1 Cut off Annually. Destroy 10 years after cutoff or when no longer needed, whichever is longer

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Any other records required by permit	User/Managing Organization	*NRRS 8/23.5A3 Cut off Annually. Destroy 3 years after cutoff or when no longer needed, whichever is longer
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*NRRS – NASA Records Retention Schedules (NPR 1441.ID)

P.9 MEASUREMENT/VERIFICATION

MEMD shall monitor, assess, and report on the metrics specified in applicable environmental regulations, and permits at the required intervals. MEMD will continually assess available metrics for process improvement.

PROCEDURES

1. ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities for Air Quality Program Management.

1.1 The Center Director shall:

- a. Maintain an Air Quality Management Program to ensure compliance with applicable regulations and GSFC Environmental Policy, as stated in GPD 8500.1.
- b. Ensure, through a responsible official to MEMD and other appropriate offices for the offsite locations, that the following statement, submitted with application forms, reports or as required is true and certified by the responsible official:
“I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.”

1.2 Directors Of:

- a. Ensure that environmental program documents and records associated with directorate operations are maintained; and performed in accordance with this GPR and applicable permits and regulations;
- b. Ensure the directorate operations have sufficient resources to act in accordance with this directive.

1.3 Medical Environmental Management Division (MEMD):

- a. Shall manage and maintain the air quality permits GSFC and WFF;
- b. Serves as the point of contact for regulatory agency inspections and environmental audits;
- c. Shall provide support and oversight to ensure operations are conducted in compliance with all applicable regulations, requirements, and permit conditions;
- d. Provides guidance to program and project managers during planning and design phases;

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- e. Shall prepare and submit permit applications; and
- f. Shall prepare and submit required reports in accordance with permits.
- g. Shall prepare and submit records and memoranda in accordance with applicable regulations and agency guidance.

1.4 Facilities Management Division (FMD):

- a. Shall ensure that a determination of conformity is accomplished for any facilities-related federal action that occurs in a non-attainment area or maintenance area;
- b. Coordinates with MEMD when planning for new potential sources, planning modifications to existing sources, and of any existing sources of airborne contaminants. In accordance with GPR 8500.1, Environmental Planning and Impact Assessment, complete and Environmental Checklist (GSFC Form 23-73) for facility projects at Greenbelt and for projects at WFF Site-Wide NEPA Checklist;
- c. Shall provide response to data calls for regulatory reporting requirements and review air emissions data reported for their operations, as required;
- d. Maintains the ability and provide services to the Center to ensure that excess refrigerators and heating, ventilation, and air conditioning (HVAC) equipment containing ODS or substitute ODS coolants are properly drained and prepared for disposal; and
- e. Pays permit maintenance and/or emissions fees biannually for the Main Base and Island/Mainland facilities.

1.5 Information and Logistics Management Division (ILMD):

- a. Shall ensure that fleet vehicles comply with state emissions testing requirements, in accordance with 40 CFR 51.356 Vehicle Coverage;
- b. Ensures that ILMD vehicle maintenance activities, equipment, and personnel comply with ODS and substitute ODS management regulations and requirements;
- c. Maintains excess equipment disposal procedures to ensure proper removal of hazardous substances, such as ODS, prior to disposal; and
- d. Coordinates with FMD for removal of ODS and substitute ODS from inoperable excess refrigerators and HVAC equipment.

1.6 Supervisors:

- a. Shall ensure that employees conduct operations in compliance with this GPR and applicable regulations, requirements, and permits;
- b. Ensure notification to MEMD when planning new potential sources, planning modifications to existing sources, and existing sources of airborne contaminants that were not been previously coordinated with the MEMD;
- c. Ensure that sufficient resources are available to achieve compliance;
- d. Provide a fund source for application, permit, and emission fees and fines to MEMD when required;

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- e. Ensure that employees receive training required to operate sources of airborne contamination;
- f. Ensure that employee and equipment certifications are kept current, where required;
- g. Ensure records and monitoring/test results are maintained as required;
- h. Provide required reports and data to MEMD on a timely basis;
- i. Coordinate with MEMD for consultation and support;
- j. Ensure immediate reporting of excess emissions and deviations from permit requirements to MEMD; and
- k. Ensure immediate reporting of any non-permitted release at the facility to the Security Operations Center (SOC). At Greenbelt, dial 911 from Center telephones, or (301) 286-9111 from other telephones. At WFF, dial 911 from facility telephones, or (757) 824-1333 from other telephones. The SOC shall immediately contact the appropriate response organizations, including MEMD.

1.7 Operators of GSFC Air Emission Sources:

- a. Shall conduct operations in compliance with all applicable regulations, requirements, and permit conditions;
- b. Provide access and points of contact to MEMD for inspections, assessments, and audits;
- c. Immediately inform MEMD of the arrival of representatives/inspection teams from any regulatory agencies;
- d. Must implement corrective actions as required;
- e. Attend training as required by permits, regulations, and operating procedures;
- f. Provide certifications and operating records upon request;
- g. Shall submit documents/records/data to MEMD as required for permit applications, compliance, and third-party data requests;
- h. Immediately report to MEMD all failures to comply with permit conditions; and
- i. Immediately report to MEMD all malfunctions of air emissions control equipment.

1.8 Employees and Other Individuals shall:

Immediately report any non-permitted release at the facility to SOC. At Greenbelt, dial 911 from Center telephones, or (301) 286-9111 from other telephones. At WFF, dial 911 from facility telephones, or (757) 824-1333 from other telephones. The SOC shall immediately contact the appropriate response organizations, including MEMD.

1.9 Goddard Employee Welfare Association and Wallops Exchange and Morale Association shall:

- a. Shall ensure that club activities and members conduct operations in compliance with this GPR and applicable regulations, requirements, and permits;
- b. Inform MEMD when planning new potential sources, planning modifications to existing sources, and of any existing sources of airborne contaminants that have not been previously coordinated with the MEMD;

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- c. Shall ensure that sufficient resources are available to achieve compliance;
- d. Provide a fund source for application, permit, and emission fees and fines to MEMD when required;
- e. Ensure that club members receive training required to operate sources of airborne contamination, as required;
- f. Ensure that club members and equipment certifications are kept current, where required;
- g. Ensure records and monitoring/test results are maintained as required;
- h. Provide required reports and data to MEMD on a timely basis;
- i. Coordinate with MEMD for consultation and support;
- j. Ensure immediate reporting of excess emissions and deviations from permit requirements to MEMD; and
- k. Ensure immediate reporting of any non-permitted release at the facility to the SOC. At Greenbelt, dial 911 from Center telephones, or (301) 286-9111 from other telephones. At WFF, dial 911 from facility telephones, or (757) 824-1333 from other telephones. The SOC shall immediately contact the appropriate response organizations, including MEMD.

2. REQUIREMENTS

2.1 Procedural Overview – Air Permits and Operational Requirements

Users of regulated air pollutant sources shall obtain appropriate permits. Permits establish operating parameters, conditions, and limitations that users shall adhere to. Specific permit requirements vary according to the air emission source, but are described in the following general categories.

- a. Physical:
 - (1) Controls to limit emissions (e.g., low nitrogen oxide burners on boilers, and filters on paint booths); and
 - (2) Monitoring equipment to measure emissions and/or processing rates.
- b. Operational:
 - (1) Limits on the amounts of fuel burned or materials processed;
 - (2) Limits on the frequency or duration of operations;
 - (3) Limits on the types and amounts of product that can be used (e.g., paints, solvents); and
 - (4) Required testing and monitoring of equipment.
- c. Record-keeping:
 - (1) Documentation that physical and operational requirements are met;
 - (2) Identification of quantities of materials and fuels used (e.g. logbooks, manifests, and electronic logs); and
 - (3) Logs of the frequency and duration of operations.
- d. Training: Requirements include specific training, certifications, and refreshers for personnel who operate regulated equipment.

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- e. Reporting and Inspections:
- (1) Preparing and submitting monthly, quarterly, semi-annual, and/or annual reports and certifications; and
 - (2) Notifying and reporting excess emissions and deviations.

Examples of types of permitted or regulated air sources at GSFC include, but are not limited to:

- a. Boilers;
- b. Buffing operations;
- c. Coatings operations (e.g., paint booths, curing ovens);
- d. Fuel dispensing operations (i.e. gas stations);
- e. Fugitive emissions (e.g., equipment leaks, outdoor spray painting);
- f. Generators;
- g. Plating operations;
- h. Printed circuit board laboratories;
- i. Refrigerant (i.e., ODS and substitute ODS) change-out operations (e.g. maintain, service, repair, or disposal);
- j. Vapor degreasing/metal parts washer operations (i.e., ODS/volatile organic compounds); and
- k. Woodworking operations;
- l. Rocket motor static firing events (i.e. testing or open-burn disposal)

2.2 Obtaining/Maintaining an Air Emissions Permit

- a. Research and Development Programs and Operations

Users shall contact MEMD during the planning phase of new processes or modifications to an existing process. It is crucial that users involve MEMD early in the planning process so that a permit can be obtained prior to installation or commencement of any air emitting operation. Information on the source will be provided by the user and must include the proposed date of installation, estimated hours of operation, and materials used in the operation.

Users shall complete the Environmental Checklist for Research and Development Projects (GSFC 23-75) at Greenbelt; and, for projects at WFF, complete the Site-Wide NEPA Checklist in accordance with GPR 8500.1, Environmental Planning and Impact Assessment. MEMD will determine if an air emissions permit is required by the state and/or federal agencies. If a permit is required, MEMD will coordinate completion and submission of the application with the appropriate agency and the user. Permit fees are the responsibility of the user organization.

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b. Facilities Related Programs and Operations

To properly manage the Air Quality Program at GSFC, it is important to identify future sources of air emissions or modifications to existing sources including programs, projects, or facilities. The best way to control and plan for air emissions management is during the conceptual design stage. Contact MEMD early in the planning process if sources of air emissions may be present. In accordance with GPR 8500.1, Environmental Planning and Impact Assessment, complete an Environmental Checklist (GSFC Form 23-73) for facility projects at Greenbelt and for projects at WFF Site-Wide NEPA Checklist.

2.3 ODS and Substitute ODS Requirements

No person maintaining, servicing, repairing, or disposing of appliances may knowingly vent or release to the environment any ODS or their non-exempt substitutes. Only trained and certified technicians may maintain, service, repair or dispose of appliances or motor vehicle air conditioners (MVAC) containing ODS or their non-exempt substitutes. Only certified recovery or recycling equipment can be used to service appliances and MVAC. Certifications for personnel and equipment shall be in accordance with federal and state regulations, and must be maintained current. Users and disposers of refrigerants must document procedures for proper management of ODS and their non-exempt substitutes.

The records for use and storage of ODS and their non-exempt substitutes shall be maintained by users and provided to MEMD, in a timely manner, as requested, to satisfy various reporting requirements.

2.4 Hazardous Air Pollutants (HAPs) and Compliance Reporting

Users shall maintain records of material usage for processes that emit hazardous air pollutants, and will provide this information to MEMD in a timely manner for reporting purposes. At WFF, FMD shall and submit the monthly fuel usage data to MEMD.

Users must maintain records to document compliance with permit requirements. Records must be sufficient to demonstrate compliance with each term and condition of the permit, including each applicable standard, emission limitation, and work practice. MEMD will conduct periodic internal audits to confirm that data for record-keeping is being collected and recorded properly. Users will provide this information to MEMD as requested.

Malfunctions of air pollution control equipment must be reported immediately to MEMD. MEMD shall report excess emissions and deviations to the state as required in the permit and coordinate contact with the regulatory agencies.

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2.5 Risk Management Program and General Duty Clause

The Chemical Accident Prevention provisions of the CAA Section 112 (r) Risk Management Plan (RMP) require facilities that use listed toxic or flammable chemicals above certain thresholds to make hazard assessments, emergency response, and prevention program information available to the public. MEMD will provide assistance and oversight to users who are required to conduct RMP analyses.

CAA Section 112 (r) (1) declares that owners and operators of stationary sources producing, processing, handling or storing an extremely hazardous substance (or any substance listed in 40 CFR Part 68) have a *general duty* to identify hazards which may result from releases, to design and maintain a safe facility, taking steps as necessary to prevent releases, and to minimize the consequences of accidental releases which do occur.

MEMD determine if any RMP thresholds have been met using available hazardous materials tracking data. If such a threshold is met, MEMD will notify the user of the requirement to prepare an RMP.

Appendix A – Definitions

- A.1 **Airborne Contaminants (Air Pollutant)** – Any material that when emitted causes or tends to cause degradation of air quality. Such materials include, but are not limited to: smoke, dust, soot, grime, black carbon, fumes, gases, mists, odors, particulate matter, solvents, fuels, paints, or any combination thereof.
- A.2 **Air Pollution Control Equipment** – Any equipment that when operated has the primary purpose of significantly reducing the emissions of air pollutants or the effects of such emissions.
- A.3 **Conformity** – Section 176(c) of the CAA prohibits any federal agency from engaging in, supporting, providing financial assistance for, licensing, permitting, or approving any activity that does not conform to an applicable State Implementation Plan (SIP) or Federal Implementation Plan (FIP). The Environmental Protection Agency (EPA) outlines criteria and procedures for determining conformity. A federal agency must determine whether a federal action conforms to the SIP or FIP before implementing it. The general conformity rule applies only to federal actions in areas designated as non-attainment or maintenance.
- A.4 **Criteria Air Pollutants** – A pollutant that the EPA Administrator has determined will cause or contribute to air pollution, which may reasonably be anticipated to endanger public health and welfare and for which air quality criteria have been established. Six common criteria pollutants as listed by the EPA include sulfur dioxide, nitrogen oxides, ground-level ozone, carbon monoxide, lead, and particulate matter.
- A.5 **Deviation** – Failure to comply with applicable permit conditions. A deviation is not a violation. Violations are determined by EPA or its delegate agency.
- A.6 **Energy Intensity** – Energy consumption per square foot of building space, including industrial or laboratory facilities.
- A.7 **Environmental Emergency** – An event that requires immediate action to control, minimize, or negate damage to people or the environment and/or requires reporting to outside parties within 24 hours of occurrence. An example of an environmental emergency is a non-permitted release at the facility.
- A.8 **Federal Implementation Plan (FIP)** – A federally implemented plan to achieve attainment of air quality standards, used when a state is unable to develop an adequate SIP.
- A.9 **Greenhouse Gas** – Gases that trap heat in the atmosphere, this include carbon dioxide, methane, nitrous oxide, and fluorinated gases.

- A.10 **Hazardous Air Pollutant** – Substances listed under Subsection (b) 42 U.S.C. § 7412 (see 40 CFR 63, Subpart C for additions and deletions).
- A.11 **Maintenance Area** – Any geographic region of the United States previously designated non-attainment pursuant to the CAA Amendments of 1990 and subsequently re-designated to attainment.
- A.12 **Malfunction** – Sudden and unavoidable failure of an installation to operate in a normal and usual manner. Failures that are caused entirely or in part by inadequate design, poor maintenance, careless operation, preventable upset conditions, or preventable equipment breakdown will not be considered malfunctions.
- A.13 **National Emissions Standard for Hazardous Air Pollutants (NESHAPs)** – Standards set under CAA by EPA for regulating and reducing emissions of hazardous air pollutants such as asbestos, benzene, beryllium, mercury, and radionuclides. Other NESHAPs for industry categories may apply to GSFC operations, such as woodworking, coating operations, furniture repair, and aerospace manufacturing and rework.
- A.14 **Non-Attainment Area** – Any geographic region of the United States in which the level of the criteria air pollutant is higher than the level allowed by federal standards.
- A.15 **Ozone Depleting Substance** – A compound that contributes to stratospheric ozone depletion. Ozone-depleting substances (ODS) include chlorofluorocarbons, hydrochlorofluorocarbons, halons, methyl bromide, carbon tetrachloride, hydrobromofluorocarbons, chlorobromomethane, and methyl chloroform. ODS are generally very stable in the troposphere and only degrade under intense ultraviolet light in the stratosphere. When they break down, they release chlorine or bromine atoms, which then deplete ozone
- A.16 **Permitted Source** – Any unit or process issued a permit by a regulatory agency for the release of airborne contaminants.
- A.17 **Source** – Any item that emits or has the potential to emit airborne contaminants.
- A.18 **State Implementation Plan (SIP)** – Air quality standards are achieved, maintained, and enforced by the states through SIPs. The SIP specifies emission limits and compliance schedules for pollution sources and is tailored to the needs of the different air quality control regions. A region not meeting air standards is said to be a “non-attainment area,” and regulations for the area will generally place stricter requirements on sources of air pollution. If the state fails to submit a SIP to EPA for approval, or if EPA disapproves the proposed SIP, EPA is required to issue a FIP for the area.

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- A.19 **Substitute Ozone Depleting Substances**—Any substance containing hydrofluorocarbons. This does not include non-ODS substitutes that are specifically listed as exempt under 40 CFR 82.154(a)
- A.20 **Sustainable** – To create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations of Americans.
- A.21 **Volatile Organic Compound** – Any organic compound which participates in atmospheric photochemical reactions, excluding those compounds which have been determined to have negligible photochemical reactivity by EPA, and which are listed in 40 CFR 51.100(s).

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APPENDIX B - ACRONYMS

CAA	Clean Air Act
CFR	Code of Federal Regulation
EO	Executive Order
EPA	Environmental Protection Agency
FIP	Federal Implementation Plan
FMD	Facilities Management Division
GPD	Goddard Policy Directive
GPR	Goddard Procedural Requirement
GSFC	Goddard Space Flight Center
HVAC	Heating, Ventilation, and Air Conditioning
ILMD	Information and Logistics Management Division
MEMD	Medical and Environmental Management Division
MVAC	Motor Vehicle Air Conditioner
NEPA	National Environmental Policy Act
NESHAPs	National Emissions Standard for Hazardous Air Pollutant
NPD	NASA Policy Directive
NRRS	NASA Record Retention Schedule
ODS	Ozone Depleting Substance
RMP	Risk Management Plan
SIP	State Implementation Plan
SOC	Security Operations Center
VOC	Volatile Organic Compound
WFF	Wallops Flight Facility

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	06/29/04	Initial Release
A	1/10/05	<ul style="list-style-type: none"> As directed during the FY04 Center Rules Review, the Responsible Office modified this document to remove requirements that were no longer needed and to clearly distinguish requirements from supporting information. Administrative changes were made throughout to correct responsible organization names and codes, and to re-title Goddard Procedures and Guidelines to Goddard Procedural Requirements (GPR). All changes were reviewed and approved by the Goddard Quality Management System Council (QMSC). Section 2.4, changed reporting requirements from monthly to biannually.
B	12/15/08	<ul style="list-style-type: none"> Preface P.1 Purpose: “or have the potential to release added” Preface P.4.f, WFF Stationary Source Permit to Operate added; Preface P.8 Records, ODS certification for Civil Service personnel retention changed to “Handle as permanent pending retention approval;” Preface P.8 Records, ODS certifications for Government-owned equipment retention changed to “Handle as permanent pending retention approval;” fleet vehicle emission inspections retention changed to “Handle as permanent pending retention approval;” Section 1.4., added “ At WFF pay emission fees biannually for the Island/Mainland facility and submit semiannual fuel certification reports to Virginia DEQ;”

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		<ul style="list-style-type: none"> • Section 2.2 Added requirement to complete Environmental Checklist (GSFC 23-75) for Research and Development projects at Greenbelt and the Site-Wide Assessment NEPA Checklist (GSFC 23-76) for projects at the Wallops Flight Facility; and • Section 2.6 Asbestos Management, deleted.
C	03/10/10	Administratively revised to show Safety and Environmental Division (S&E) change to Medical and Environmental Management Division (MEMD) due to reorganization.
D	08/30/13	<ul style="list-style-type: none"> • Preface P.4.f, Main Base Synthetic Minor Permit, Number 40217 added; • Preface P.4.g. WFF Stationary Source Permit to Operate, Mainland/Island Synthetic Minor Permit, Number 40909 • Preface P.8 Records. Added Retention Schedule based on NRRS 8/23 • Section 1.4 d, added Main Base. • Section 1.4.d deleted submit semiannual fuel certification reports to Virginia DEQ. • Section 2.2 i. Rocket Motor Testing (Static Firing) added. • Section 2.4, deleted, the fuel certification reports directly to the state biannually, and submit • Section P.10 Definitions and P.11 Acronyms changes to the appendices IAW template. • Added Executive Order 13514 to sections P.4 Applicable Documents and Section 1.1b.
E	09/10/18	<p>Used new template.</p> <p>Globally, edits were made for clarity and formatting. Globally, “shall” was modified, where applicable.</p> <p>Globally, added “ODS Substitute” for all references to ODS.</p> <p>P.4 APPLICABLE DOCUMENTS</p>

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DIRECTIVE NO. GPR 8500.4E
EFFECTIVE DATE: September 10, 2018
EXPIRATION DATE: September 10, 2023

		<ul style="list-style-type: none"> • removed hyperlinks. • Updated regulations, deleted EO 13423 and 13514. • Removed “GSFC 23-76” and “Environmental Assessment” for clarity. <p>P.5 CANCELLATION, cancelled version D. P.8 RECORDS, updated retention times. P1.1 The Center Director, included certification truth and accuracy statement. P1.2-1.9 edits for clarification. P2.4 Renamed to Hazardous Air Pollutants for clarity. Appendix A:</p> <ul style="list-style-type: none"> • Expanded the definition of GHG. • Added definition for non-ODS. • Expanded the definition of ODS. • Deleted toxic air pollutants.

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