



# Ames Policy Directive

**APD 8500.1**

Effective Date: May 12, 2020

Expiration Date: May 12, 2025

**COMPLIANCE IS MANDATORY**

---

**Subject: Ames Environmental Policy**

**Responsible Office: Code JQ / Environmental Management Division**

## CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	1	5/12/2020	Clarify responsibilities, remove duplicate language from NPD 8500.1, and update applicable documents.

## **1. POLICY**

a. It is Ames Research Center (ARC) policy to follow NASA environmental policies and procedures, including NPD 8500.1 and:

- (1) Demonstrate pollution prevention practices and continual improvement of the Center's environmental program.
- (2) In the life cycle analysis of costs, include the potential environmental impacts of programmatic activities and their supporting institutional processes.
- (3) Foster employee awareness of the environment, as well as environmental policies, laws and regulations, and procedures through training, outreach and education.
- (4) This directive supplements the requirements and responsibilities specified in NPD 8500.1.

## **2. APPLICABILITY**

- a. This APD is applicable to ARC and associated facilities.
- b. This APD applies to civil servants at ARC and to contractors, subcontractors, grant recipients, tenants, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- 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 an expected outcome, and "are/is" denote descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

## **3. AUTHORITY**

- a. NPD 8500.1, NASA Environmental Management

## **4. APPLICABLE DOCUMENTS AND FORMS**

- a. 40 CFR 122.22(a)(3) and (b)
- b. APR 8500.1, Ames Environmental Procedural Requirements
- c. APR 8553.1, Ames Environmental Management System
- d. NASA Sustainability Report and Implementation Plan (2019)<sup>1</sup>
- e. NPR 8570.1, NASA Energy Management Program

---

<sup>1</sup> NASA Sustainability Report and Implementation Plan (2019): <https://www.sustainability.gov/pdfs/nasa-2019-sustainability-plan.pdf>

## 5. RESPONSIBILITY

- a. The **Center Director** is responsible for acting as principal executive officer or authorizing a representative, as described in 40 CFR 122.22(a)(3) and (b), for all environmental permits and reports.
- b. The **Center Operations Director** is responsible for designating an Ames Energy Manager to implement the requirements in NPR 8570.1.
- c. The **Environmental Management Division (Code JQ)** is responsible for:
  - (1) Implementing the Ames Environmental Management System (EMS).
  - (2) Educating the Ames workforce on this policy, the requirements specified in APR 8500.1 and all applicable Federal, state, and local environmental laws, regulations, and Executive Orders, including Agency and Center-level environmental directives.
  - (3) Establishing and overseeing the following programs to ensure compliance with applicable laws and NASA's policy:
    - (a) Drinking Water
    - (b) Industrial Waste Water
    - (c) Spill Prevention Control and Countermeasures (SPCC)
    - (d) Air Quality
    - (e) Stormwater
    - (f) Hazardous Materials
    - (g) Hazardous Waste
    - (h) Restoration
    - (i) NEPA
    - (j) Natural Resources
    - (k) Sustainability
- d. The **Facilities Engineering and Real Property Management Division (Code JC)** is responsible for managing JC projects and infrastructure in accordance with all applicable environmental laws and requirements. Code JC is also responsible for implementing the energy and water conservation requirements described in NPD 8500.1 by undertaking the following:
  - (1) Providing the local source of expertise on energy and water conservation policies, procedures and processes and supporting the designated Ames Energy Manager.
  - (2) Conducting annual self-assessments on energy conservation and efficiency management and reporting results to the Center Director and the Assistant Administrator for Strategic Infrastructure. Self-assessment results will be reported to the Energy Managers Board when Agency-wide issues, problems, successes, and opportunities are involved.
  - (3) Coordinating with all internal organizations to ensure compliance with the law and effective implementation of energy and water conservation policies and procedural requirements.
  - (4) Serving on the Energy Managers Board and participating in Agency and ARC energy management working group and community of practice activities.

(5) Collecting and providing input to mandatory NASA energy conservation plans, reports, and budget exhibits.

e. **Managers and Supervisors** are responsible for:

- (1) Minimizing hazardous waste and properly managing waste accumulation areas.
- (2) Assigning employees required Ames specific environmental training.
- (3) Furthering goals of Federal, state, and local environment and energy management and the NASA Sustainability Report and Implementation Plan (SRIP) (2019).
- (4) Reporting identified and potential environmental protection concerns to their management or to the Ames Environmental Management Division.

f. **Personnel** are responsible for:

- (1) Complying with this policy, the requirements specified in APR 8500.1, and all applicable Federal, state, and local environmental laws, regulations, and Executive Orders, including Agency and Center-level environmental directives .
- (2) Reporting identified and potential environmental protection concerns to their management or to the Ames Environmental Management Division.

## **6. DELEGATION OF AUTHORITY**

None.

## **7. MEASUREMENT/VERIFICATION**

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.
- b. Measurement and verification will be in accordance with APR 8553.1.

## **8. CANCELLATION**

APD 8500.1, Ames Environmental Policy dated March 3, 2011.

---

Eugene Tu  
Director

---

## **DISTRIBUTION:**

Internal and external distribution.