



# LANGLEY POLICY DIRECTIVE

LAPD 8500.1

Effective Date: February 2, 2010

Revised Date: March 17, 2011

Expiration Date: February 2, 2015

---

**Responsible Office: Environmental Management Branch (EMB), Center Operations Directorate**

**Subject: LaRC Environmental and Energy Management**

## 1. POLICY

1.1 It is LaRC policy to protect and enhance the quality of the environment through compliance with Federal, State, and local regulatory authorities; Executive Orders; and NASA and LaRC policies and directives. Located in the ecologically sensitive Chesapeake Bay watershed, LaRC is committed to fulfill our mission in a manner that promotes environmental stewardship, sustainability, and continual improvement, while mitigating environmentally driven mission risks.

1.2 LaRC utilizes the Environmental Management System (EMS) approach as documented in NASA Procedural Requirement (NPR) 8553.1, "NASA Environmental Management System," to identify, prioritize, and address LaRC's most significant environmental risks as well as opportunities for enhancing long term environmental sustainability. LaRC's EMS (1) incorporates people, procedures, and work practices in a formal structure; (2) promotes continual improvement including periodic evaluation of environmental and energy performance; (3) involves all appropriate Center organizations; and (4) actively involves Senior Management in support of the environmental and energy management programs.

1.3 This policy directive is intended to be consistent with, and incorporates by reference, the Agency environmental policy dictated by NASA Policy Directive (NPD) 8500.1, "NASA Environmental Management."

## 2. APPLICABILITY

This policy applies to all LaRC personnel, contractors, subcontractors, and tenants within the geographical boundaries of LaRC.

## 3. AUTHORITY

- a. NPD 8500.1, "NASA Environmental Management"
- b. NPR 8530.1, "Affirmative Procurement Program and Plan for Environmentally Preferable Products"
- c. NPR 8553.1, "NASA Environmental Management System "(EMS)
- d. NPR 8570.1, "Energy Efficiency and Water Conservation"
- e. NPR 8580.1, "Implementing the National Environmental Policy Act and Executive Order 12114"
- f. NPR 8590.1, "NASA Environmental Compliance and Restoration (ECR) Program"

#### **4. APPLICABLE DOCUMENTS**

LPR8500.1, "Environmental and Energy Program Manual"

LF 243, "Appointment of Facility Environmental Coordinator(s) (FEC)"

#### **5. RESPONSIBILITY**

##### **5.1 Center Director**

- a. In addition to the responsibilities listed in paragraph 5(e) of NPD 8500.1, the Center Director is responsible for:
  - (1) Providing support and oversight of the environmental and energy management programs, including EMS and implementation of sustainable practices.
  - (2) Designating an environmental manager and an energy/water manager for the Center and ensuring that the LaRC environmental program has sufficient and qualified staff and the necessary resources to implement environmental initiatives, energy conservation projects, and sustainable practices.
  - (3) Evaluating Center operations through functional reviews, performance metrics, or other means to ascertain that appropriate environmental compliance and management techniques are used for environmental programs, projects, facilities, systems, and operations.

##### **5.2 Environmental Management Representative**

- a. In addition to the responsibilities listed in paragraph 5(f) of NPD 8500.1, the Environmental Management Representative is responsible for:
  - (1) Acting as the Center's senior management proponent for LaRC's environmental and energy programs, including EMS and implementation of sustainable practices.
  - (2) Acting as the liaison between EMB and the Center's senior management.
  - (3) Evaluating Center operations through functional reviews, performance metrics, or other means to ascertain that appropriate environmental compliance and management techniques are used for environmental programs, projects, facilities, systems, and operations.

##### **5.3 Organizational Unit Managers (OUMs)**

- a. Ensure facilities and operations within the Organizational Unit are compliant with applicable environmental regulations and requirements of LPR 8500.1, "Environmental and Energy Program Manual."
- b. Incorporate sustainable practices into the Organizational Unit's mission and activities. Encourage participation in environmental committees and panels at LaRC. Initiate and implement activities to reduce energy and water consumption.

- c. Intercede when necessary to ensure that environmental noncompliance issues within the Organizational Unit are corrected.
- d. Appoint a Facility Environmental Coordinator (FEC) for each facility within the Organizational Unit utilizing LF 243. Specify FEC responsibilities within employee performance objectives and plans.

#### **5.4 EMB**

- a. EMB is responsible for LaRC's environmental compliance, management, and sustainability programs, which include the following program areas:
  - (1) EMS
  - (2) Sustainability and pollution prevention
  - (3) Energy and water conservation
  - (4) Waste management and disposal
  - (5) Air management and permitting
  - (6) Water management and permitting
  - (7) Hazardous material management
  - (8) Storage tank management and spill prevention/response
  - (9) National Environmental Policy Act (NEPA) conformance
  - (10) Cultural and historic resource management (CRM)
  - (11) Environmental restoration and remediation
  - (12) Recycling and reuse programs
  - (13) Environmentally preferable purchasing
  - (14) Natural resource management
- b. For these areas, responsibilities include coordination and integration of environmental programs; formal contact with environmental regulatory agencies; cease and desist authority for all noncompliant activities; compliance monitoring, inspections, and audits; policy and guidance development; outreach and training; project/contract reviews; data collection and documentation; and reporting to regulatory authorities, the public, NASA Headquarters, and Center management.
- c. Establish and maintain a LaRC Environmental Stewardship Award Program for LaRC personnel who demonstrate exceptional commitment to environmental, energy, or sustainability principles.
- d. Ensure the resolution of environmental noncompliance findings identified during audits conducted by Federal, State, or local regulatory authorities; NASA Headquarters; or LaRC. If a Notice of Violation, Notice of Noncompliance, Notice of Deficiency, or similar notice is issued on account of the actions or inactions of Center personnel or organizations, the EMB personnel shall work with the responsible party to ensure correction of the immediate noncompliance finding, evaluation of the root cause, and effective corrective actions to prevent a recurrence. As necessary, EMB will elevate the environmental issue or noncompliance finding to appropriate Center management to ensure appropriate corrective action and resolution.
- e. Evaluate Center operations through functional reviews, performance metrics, or other means to ascertain that appropriate environmental compliance and management techniques are used for environmental programs, projects, facilities, systems, and operations.

- f. Make recommendations to OUMs for improving energy and water efficiency and implementing sustainable practices.

### **5.5 Facility Environmental Coordinators (FECs)**

- a. Ensure that the assigned facility is operated in accordance with applicable regulations and requirements as outlined in LPR 8500.1, "Environmental and Energy Program Manual."
- b. Attend annual FEC training provided by EMB.
- c. Notify EMB of known, suspected, or potential environmental issues and take action as necessary to prevent, correct, and prevent the recurrence of environmental problems.

### **5.6 Program and Project Managers**

- a. Coordinate with EMB early in the project planning process and ensure that NEPA and CRM requirements are satisfied for proposed new or modified programs or projects.
- b. Implement environmental, energy conservation, and sustainability policies and requirements within programs and projects including life cycle planning, development, implementation, and disposition activities.

### **5.7 LaRC Employees and Contractors:**

- a. Comply with applicable environmental regulations, LaRC's environmental and energy policy, and the requirements of LPR 8500.1, "Environmental and Energy Program Manual."
- b. Notify EMB of environmental concerns or issues.

## **6. DELEGATION OF AUTHORITY**

6.1 The Head, EMB is delegated the authority to sign permit applications, reports to regulatory agencies, and other correspondence not specifically required by law or regulation to be signed by the Center Director. The Head, EMB is also delegated cease and desist authority for any operations which, in the professional judgment of the EMB staff, have an immediate and negative impact on the environment or the Center's ability to comply with permit requirements or appropriate environmental laws and regulations. The Head, EMB will notify the appropriate LaRC manager of such orders. For operations conducted by contractors, the Head, EMB will notify the contracting officer so that the contracting officer can immediately issue the order to the contractor.

## **7. MEASUREMENT/VERIFICATION**

7.1 Most environmental and energy regulations include specific requirements to assess compliance. These requirements are monitored by external regulatory agencies and through NASA Headquarters Environmental Functional Reviews to ensure compliance with the relevant laws. LaRC's internal metrics for environmental and energy management cover compliance, restoration, and conservation measures to meet reporting requirements of NASA Headquarters and other external oversight organizations.

**8. CANCELLATION**

LAPD 8800.1, "LaRC Environmental Compliance, Restoration, and Pollution Prevention Program," dated: December 7, 2004.

*Original signed on file, February 2, 2010*

Lesa B. Roe  
Center Director

***Distribution:***  
*Approved for public release via the Langley Management System; distribution is unlimited.*