

Subject: NASA Interim Directive, Real Estate Management Program w/Change to Add Decommission of Facilities.

Responsible Office: Facilities and Real Estate Division

1. POLICY

It is NASA policy to define requirements for decommissioning of its real property assets.

2. APPLICABILITY

a. This interim directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This directive applies to the Jet Propulsion Laboratory (JPL) (a Federally Funded Research and Development Center [FFRDC]) and other contractors only to the extent specified or referenced in applicable contracts.

b. In this interim 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.

3. AUTHORITY

a. The National Aeronautics and Space Act, as amended, 51 U.S.C. 20113(a).

4. APPLICABLE DOCUMENTS AND FORMS

a. NPR 8800.15C “Real Estate Management Program”.

5. RESPONSIBILITY

a. The Facilities Utilization Review Board shall direct utilization of Center real property, including making the determination to decommission assets. Assets that are decommissioned are categorized by three potential states of readiness: (1) “standby;” (2) “abandoned;” or (3) “mothballed.”

b. The Facilities Project Manager (FPM), as part of decommissioning, shall determine the protection and maintenance requirements for safety, property, security, and environmental impacts between facility deactivation and demolition.

c. The FPM shall ensure a safety baseline survey is performed as part of decommissioning. The survey identifies potential safety hazards and concerns such as:

- Facility safety.
- Fire protection.
- Confined space entry.
- Nuclear safety.
- Radiation protection.
- Explosives.
- Pressurized systems.

d. The FPM shall ensure a pollution prevention and abatement plan is completed as part of decommissioning to determine required remediation. The plan identifies potential environmental risks associated with the work, such as:

- Hazardous waste disposal.
- Run off/erosion.
- Underground storage tank systems.
- Wetlands.
- Floodplains.

6. DEFINITION OF KEY TERMS

a. “Decommission” or “decommissioning” is the formal process for changing the status of a real property asset from “active” to “inactive” or “decommissioned.” Assets are decommissioned when they are not currently needed to support a NASA mission or function but have a planned need in the future. The following conditions characterize all decommissioned facilities or parts of facilities that are decommissioned: (1) no personnel occupy the facility; (2) maintenance and utilities are curtailed or eliminated, other than as required for fire prevention, security, safety, or environmental protection; (3) the facility is secured to prevent unauthorized access and injury to personnel; and (4) the facility does not receive funding for renewal or other significant improvement.

b. Standby. Assets that are temporarily not in use and have an anticipated reactivation period of less than 36 months. The following conditions characterize standby facilities:

- (a) Utility systems and collateral equipment are secured as appropriate; equipment is cycled in operation to prevent deterioration.
- (b) The facility interior is equipped with appropriate environmental controls to prevent deterioration.
- (c) Hazardous materials have been removed.
- (d) Personal property is reported to the Center Personal Property Office to determine if it should remain with the facility, be reutilized, or be disposed.
- (e) The facility exterior is inspected routinely, and the integrity and appearance of the exterior shell are maintained.

c. Mothballed. Assets that are temporarily not in use and have an anticipated reactivation period of more than 36 months. Mothballing generally results in higher first-year costs, but future annual costs are lower due to reduced maintenance and repair requirements. The following conditions characterize mothballed facilities:

- (a) Utility systems and collateral equipment have been properly prepared for long-term inactivation without significant deterioration. Selected systems, such as cathodic and fire protection systems, are kept in operation and routinely inspected.
- (b) The facility interior is equipped with appropriate environmental controls to prevent significant deterioration.
- (c) Hazardous materials have been removed.
- (d) The facility exterior is inspected routinely, and the integrity and appearance of the exterior shell are maintained.
- (e) Personal property is reported to the Center Personal Property Office to determine if it should remain with the facility, be reutilized, or be disposed.

d. Abandoned. Assets for which there are no reactivation plans. Facility systems and collateral equipment will be considered for excess or identified for use at other NASA locations where it is feasible and cost effective. The following conditions characterize abandoned facilities:

- (a) All utilities are secured and disconnected at the first service equipment location outside the facility, with the exception of those needed for fire protection, security, or safety.
- (b) In coordination with the Center Environmental Office, environmental surveys have been completed and required remediation is identified and planned.
- (c) All personal property has been removed and accounted for.
- (d) Hazardous material removal is complete.
- (e) Plans are in place to demolish or declare the facility excess at the earliest practical date.

7. DELEGATION OF AUTHORITY

None

8. MEASUREMENT/VERIFICATION

Centers shall review and assess their performance annually using data from the Real Property Management System.

9. CANCELLATION

None.