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# NASA Procedural Requirements

**NPR 8580.1A**  
Effective Date: August 01, 2012  
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2023

**COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**

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## Implementing the National Environmental Policy Act and Executive Order 12114 (Revalidated with Change 1 on 9/6/2017)

**Responsible Office: Environmental Management Division**

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#### Change Log

| Change #1 | Date     | Description  |
|-----------|----------|--|
| 1         | 9/6/2017 | Revalidated directive to comply with revisions of NPR 1400. Updated P.2 Applicability, P.3 Authority, and P.4 Applicable Document and Forms. |

# Preface

## P.1 Purpose

- a. This NASA Procedural Requirements (NPR) establishes procedures and responsibilities for complying with the requirements of the National Environmental Policy Act (NEPA), the Council on Environmental Quality's (CEQ) implementing regulations, Executive Order 12114, Environmental Effects Abroad of Major Federal Actions, and NASA Policy Directive (NPD) 8500.1, NASA Environmental Management.
- b. NASA is committed to environmental stewardship, sustainable design, and green engineering and therefore identifies and manages potential environmental impacts of its proposed actions. It is NASA's policy to integrate environmental considerations early in planning and decision making.

## P.2 Applicability

- a. This NPR applies to NASA Headquarters and NASA Centers, including Component Facilities, Technical and Service Support Centers. This NPR 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 the appropriate contracts, grants, or agreements.
- b. In this NPR, "shall" denotes a mandatory action; "may" or "can" denotes 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.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

## P.3 Authority

- a. National Aeronautics and Space Act, 51 U.S.C. Â§ 20113(a).
- b. The National Environmental Policy Act (NEPA) of 1969, as amended, 42 U.S.C. Â§ 4321 et seq.
- c. Environmental Effects Abroad of Major Federal Actions, Exec. Order 12114, 3 C.F.R. 356 (1979).
- d. Procedures for Implementing the National Environmental Policy Act (NEPA), 14 C.F.R. pt. 1216, subpt. 1216.3.
- e. The Council on Environmental Quality (CEQ) Regulations for Implementing NEPA, 40 C.F.R. pts. 1500-1508.
- f. NPD 1000.0, NASA Governance and Strategic Management Handbook.
- g. NPD 1000.3, The NASA Organization.
- h. NPD 1001.0, 2011 NASA Strategic Plan

i. NPD 8500.1, NASA Environmental Management.

## **P.4 Applicable Documents and Forms**

a. NPD 1440.6, NASA Records Management.

b. NPD 8800.14, Policy for Real Estate Management.

c. NPR 7120.5, NASA Space Flight Program and Project Management Requirements.

d. NPR 7120.7, NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements.

e. NPR 7120.8, NASA Research and Technology Program and Project Management Requirements.

f. NPR 8000.4, Agency Risk Management Procedural Requirements.

g. NPR 8553.1, NASA Environmental Management System.

h. NPR 8820.2, Facility Project Requirements.

i. NASA-STD 8719.14, Process for Limiting Orbital Debris.

## **P.5 Measurement/Verification**

Compliance will be documented and reported in accordance with a schedule established by the NASA Headquarters Environmental Management Division in NPR 8553.1, NASA Environmental Management System. This will be validated through environmental functional reviews conducted in accordance with NPR 8553.1.

## **P.6 Cancellation**

NPR 8580.1, Implementing the National Environmental Policy Act and Executive Order 12114, dated November 26, 2001.

**REVALIDATED WITH CHANGE 1, September 9, 2017,  
ORIGINAL SIGNED BY:**

Dr. Woodrow Whitlow, Jr.  
Associate Administrator for  
Mission Support Directorate

# Chapter 1. Roles and Responsibilities

## 1.1 Background

1.1.1 The roles and responsibilities of senior management are defined in NPD 1000.0, Strategic Management and Governance Handbook; NPD 1000.3, The NASA Organization; and NPD 8500.1, NASA Environmental Management. The following are key roles and responsibilities for establishing, assigning, and maintaining NEPA program requirements.

1.1.2 The Administrator's Office, Senior Environmental Official (SEO), Director of Environmental Management Division (EMD), NASA NEPA Manager, and Office of the General Counsel (OGC) are the only points of contact with the CEQ on NEPA issues.

1.1.3 As defined by NASA's NEPA Regulations, the responsible official ensures that planning and decision making for each proposed Agency action complies with the CEQ and NASA NEPA regulations and this NPR. For facility programs and projects, the responsible official is the individual responsible for establishing, developing, and maintaining the institutional capabilities required for the execution of programs and projects (e.g., Center Director, facility manager). For other programs and projects (e.g., space flight and research and development programs and projects), the responsible official is the NASA official who is the decision authority for the proposed action (e.g., Associate Administrators (AA) for the Mission Directorates, Chief Technologist, Center Directors, JPL (an FFRDC), NASA Management Office (NMO) Director).

1.1.4 NASA programs and projects, including single-project programs, typically are implemented by Centers. In cases where a program or project is fully implemented by Headquarters (e.g., without Center involvement, using radioisotope power or heating), NEPA compliance responsibility rests with Headquarters (e.g., the Program Executive, Technology Development Manager, Research and Technology (R&T) Portfolio Project Lead, Program Manager). The responsible official may also decide to have NEPA managed by Headquarters, such as for a program or project involving more than one Center.

1.1.5 NEPA applies to new and continuing activities, including projects and programs entirely or partly funded, assisted, conducted, or approved by NASA. NEPA applies even if the funding, assistance or approval is provided to non-Federal parties. Activities covered include use of NASA property by another party, either tenant or episodic user, where NASA approval is required. NEPA also applies to new or revised Agency rules, regulations, plans, policies, or procedures.

1.1.6 Flow charts summarizing the general NEPA process and three main levels of NEPA documentation are shown in Appendix D. The NASA NEPA Desk Guide is posted at <http://www.nasa.gov/agency/nepa/index.html>.

## 1.2 Responsibilities

1.2.1 The Assistant Administrator for the Office of Strategic Infrastructure (OSI) shall:

- a. Serve as the SEO for NASA in accordance with 14 C.F.R. part 1216.302(a).
- b. Coordinate with EMD, NASA senior management, and CEQ on NEPA-related activities.

### 1.2.2 The Director EMD shall:

- a. Provide advice and recommendations to all NASA entities in implementing their assigned responsibilities under NEPA.
- b. Appoint the NASA NEPA Manager.
- c. Approve NEPA regulations, policy, and guidance developed by the NASA NEPA Manager.
- d. Coordinate with CEQ on NEPA-related activities.

### 1.2.3 The NASA NEPA Manager shall:

#### a. Manage the NEPA program:

- (1) Coordinate with the CEQ on NEPA-related activities.
- (2) Update the Agency NEPA regulations, policies, and guidance as needed.
- (3) Collaborate with other Federal Government agencies on NEPA-related issues, including identification of cooperating agencies and NEPA working groups.
- (4) Develop and maintain NEPA risk-tracking reports in accordance with NPR 8000.4, Agency Risk Management Procedural Requirements and the NASA Environmental Management System (EMS).
- (5) Maintain the NASA Environmental Tracking System (NETS) NEPA module to collect and manage Center and Component Facility NEPA activity and final documents and to track and monitor mitigation measures.
- (6) Maintain an Agency-level NEPA training program and make it available to Centers, Component Facilities, and Mission Directorates.
- (7) Respond to Agency regulatory reporting requirements including, but not limited to, the Annual CEQ Cooperating Agency Report and the Annual Environmental Conflict Resolution Report.
- (8) Review annually the application of existing categorical exclusions across the Agency.
- (9) Review implementation and monitoring of mitigation measures across the Agency.

#### b. Support Agency implementation of NEPA actions:

- (1) Provide timely technical advice and guidance to Mission Directorates, Centers, and Component Facilities regarding NEPA compliance.
- (2) Coordinate with OGC on NEPA compliance issues and review of NEPA documents and EO 12114 issues and documents, as needed.
- (3) Review and comment on draft NASA NEPA documents within 30 days of receipt.
- (4) Review and submit Federal Register notices for draft and final NEPA documents.
- (5) In case of emergency, consult with the SEO, Director EMD, OGC, and other appropriate NASA entities prior to consulting with CEQ.

### 1.2.4 The OGC shall:

- a. Provide legal counsel and support to all NASA Headquarters entities/personnel in implementing their assigned responsibilities under NEPA.

b. Review and comment on draft NEPA documents, as requested. c. Coordinate with CEQ on NEPA-related activities.

1.2.5 Headquarters Mission Directorate AAs, Chief Technologist, Chief Engineer, or other AA-level Headquarters official serve as the Responsible Official for programs or projects and shall:

- a. Sign EIS RODs related to actions for which their office has primary authority.
- b. Sign EA FONSI developed for Federally Funded Research and Development Center (FFRDC) actions for which their office has primary authority.
- c. Sign EA FONSI for actions that are Agency wide or actions promoted to their level by the NASA NEPA Manager or Center or Component Facility NEPA manager (CNM).
- d. Reference this NPR in policy and guidance documents that involve actions subject to NEPA requirements.
- e. Ensure all Headquarters managers (e.g., Program Executives, Technology Development Managers, R&T Portfolio Project Leads, Program Manager) are aware of their NEPA responsibilities and have access to NEPA training.
- f. Ensure that the designated Headquarters manager (e.g., Program Executives, Technology Development Managers, R&T Portfolio Project Leads, Program Manager) provides updates on NEPA compliance activities to the appropriate Mission Directorate division manager, NASA NEPA Manager, and OGC.

1.2.6 The Center Director, NMO Director, Component Facility manager, or other Center/Component Facility Responsible Official shall:

- a. Designate a CNM.
- b. Ensure the CNM has the authority and resources to implement their responsibilities, to include preparing an Environmental Resource Document (ERD).
- c. Ensure the CNM has adequate training in NEPA compliance.
- d. Ensure all Center program and project managers responsible for implementing NEPA are aware of their NEPA responsibilities and have access to NEPA training.
- e. Sign EA FONSI for actions for which they have the primary authority.

1.2.7 The Center program or project manager shall coordinate with the CNM to:

- a. Ensure their programs and projects are in compliance with NEPA.
- b. Ensure their programs and projects to be conducted abroad are in compliance with EO 12114.
- c. Ensure that environmental factors are properly considered early in NASA planning and decision making in accordance with NASA requirements such as NPD 8800.14, NPR 8820.2, NPR 7120.5, NPR 7120.7, NPR 7120.8, and STD 8719.14.
- d. Include cost and schedule needs for NEPA compliance activities in proposed program and project plans, including publication of notices and a 30-day review by the NASA NEPA Manager on draft EAs and EISs.



- e. Provide completed environmental checklist for a proposed new program or project to the CNM.
- f. Determine the nature and extent of public scoping required for a proposed new program or project in coordination with the CNM.
- g. Ensure publication of NEPA notices (e.g., NOI, NOA) when appropriate.
- h. Develop and maintain an administrative record for all NEPA documents.
- i. Ensure appropriate internal and external review of NEPA documents. Internal review shall include the CNM and, when appropriate, Center counsel and other NASA organizations.
- j. Ensure that any mitigation and monitoring commitments that may be in a final NEPA document are executed. This may require the allocation of project funds for labor, materials, and other direct costs during the various life cycle phases of the project.
- k. Advise the CNM when implementation of the action (approved program or project) is complete.
- l. Ensure the CNM is notified immediately of any emergency situation that has resulted or may result in substantial environmental impact without the benefit of prior NEPA documentation. (See Section 3.2)
- m. Ensure that the CNM is advised of NEPA-related issues or concerns that may impact mission/project schedule.
- n. This section applies to Headquarters managers (e.g., Program Executives, Technology Development Managers, R&T Portfolio Project Leads, Program Manager) when the NEPA action is fully implemented at Headquarters (e.g., actions without Center involvement or actions elevated to Headquarters because they involve more than one Center).

1.2.8 The Center or Component Facility NEPA Manager (CNM) shall:

- a. Coordinate with the NASA NEPA Manager, Center Director, and other Center/Component Facility planners and decision makers on the NEPA process, as appropriate.
- b. Serve as the Center/Component Facility point of contact on NEPA-related interactions with State and local governments and regional offices of the Federal Government.
- c. Ensure environmental impacts of proposed actions are considered and analyzed in NEPA documents.
- d. Determine appropriate level of NEPA/EO 12114 documentation for proposed actions, including emergency circumstances at their Center/Component Facility in consultation with the program or project manager.
- e. Ensure Center/Component Facility personnel (e.g., Center Counsel, Historic Preservation Officer, Master Planner) are informed of NEPA actions.
- f. Determine the nature and extent of public scoping required for a proposed program or project in coordination with the program or project manager.
- g. Identify cooperating agencies and other interested parties, if any, that will be invited to participate in preparing an EA or EIS.
- h. Consult with the NASA NEPA Manager whenever proposed actions involve exempt actions;

emergency circumstances; or classified, privileged, or protected information or materials.

- i. Ensure internal and external review of NEPA documents in coordination with the program or project manager. Internal review should include the NASA NEPA Manager, Center Counsel, and other NASA organizations, as appropriate.
- j. Enter Center/Component Facility NEPA actions and draft and final documents into the NETS NEPA module.
- k. Notify the NASA NEPA Manager when draft EAs and draft EISs are uploaded into the NETS NEPA module to initiate a 30-day review.
- l. Notify the NASA NEPA Manager when the EPA receives a NEPA document for publication.
- m. Provide one hard copy and one electronic copy of draft and final EAs, FONSI, EISs, RODs, and ERDs to the NASA NEPA Manager.
- n. Maintain a Center/Component Facility ERD that is updated at a minimum of every five years and as Center conditions change.
- o. Provide timely responses to Agency data calls.
- p. Ensure all NEPA documents utilize metric units with British system equivalents in parenthesis except when (1) there is a regulatory standard that is only expressed in one system or (2) the numbers are in a table or figure where using both systems would create too much clutter or confusion.

#### 1.2.9 The Center Office of Chief Counsel shall:

- a. Provide legal counsel and support to all their Center entities/personnel in implementing their assigned responsibilities under NEPA.
- b. Review and comment on draft NEPA documents, as requested.

# Chapter 2. NEPA Requirements

## 2.1 Timing

2.1.1 The possible environmental effects of a proposed Agency action shall be considered, along with technical, economic, and other factors, beginning in the early planning stages of a proposed action. Major NASA activities, particularly research and development and facility projects, generally have two distinct phases: (1) formulation and (2) implementation. The major decision point for most proposed actions occurs toward the end of the formulation phase. During the formulation phase, the Responsible Official should take the necessary steps to comply with the requirements of the NASA NEPA regulations.

2.1.2 The NEPA process should be completed prior to the Agency decision to begin the implementation phase.

2.1.3 The NEPA process should be completed during the formulation phase. For certain proposed actions, the NEPA process may extend into the early stages of the implementation phase as long as this will not have an adverse environmental impact or limit the choice of reasonable alternatives. Such overlap is necessary when meaningful impact analysis cannot be performed until later in the formulation phase. In cases where the NEPA process cannot be completed during the formulation phase (i.e., prior to Preliminary Design Review (PDR)), such as for missions involving radioisotope power systems or heating units:

- a. The program or project manager shall prepare a written request for the NEPA process schedule to be extended.
- b. The extension request shall be submitted to the NASA NEPA Manager and OGC for review and approval.

## 2.2 Categorical Exclusions (CatExs) and Records of Environmental Consideration

2.2.1 Actions that individually or cumulatively have no potential for substantial effects on the quality of the human environment are designated Categorical Exclusions under NASA NEPA regulations (14 C.F.R. subpart 1216.304(d)). NASA's Categorical Exclusions are listed in Appendix C.

2.2.2 Categorical Exclusions can only be applied when the action does not involve any extraordinary circumstances defined in NASA NEPA regulations (14 C.F.R. part 1216.304(c)).

2.2.3 Categorical Exclusions generally do not require preparation of a Record of Environmental Consideration (REC). However, RECs shall be prepared for five Categorical Exclusions, 14 C.F.R. subpart 1216.304(d)(4)(ii), (iii), (iv), (v) and (d)(5)(ii).

2.2.4 RECs must state that extraordinary circumstances have been considered.

2.2.5 The NASA NEPA Manager and Center NEPA Managers have the discretion to require a REC for any action.

2.2.6 A summary of the process to apply a Categorical Exclusion is provided in Appendix D, Figure D-2.

## 2.3 Public Scoping

2.3.1 The NASA program or project manager, in consultation with the CNM, shall:

- a. Determine the nature and extent of public scoping and prepare a Public Involvement Plan (PIP), if applicable.
- b. Conduct public scoping, including meetings, and evaluate all comments received during the scoping process.

2.3.2 The NASA NEPA Manager or CNM may determine that some scoping efforts are appropriate for an EA.

## 2.4 Environmental Assessments

2.4.1 The program or project manager shall prepare the draft and final EA and other associated NEPA documents in coordination with the CNM.

2.4.2 The program or project manager, in coordination with the CNM, shall publish either a Notice of Availability (NOA) for a FONSI, or a FONSI in the appropriate local newspaper(s).

2.4.3 The program or project manager shall coordinate with the NASA NEPA Manager to ensure that public notification for Agency-wide and Headquarters-level EAs/FONSIs are published in the Federal Register.

2.4.4 A summary of the typical process to prepare an Environmental Assessment is provided in Appendix D, Figure D-3.

## 2.5 Environmental Impact Statements

2.5.1 The program or project manager shall prepare the draft and final EIS and other associated NEPA documents (e.g., NOI, NOA, ROD) in coordination with the CNM.

2.5.2 In coordination with the program or project manager, the CNM shall ensure appropriate internal and external review of and comment on NEPA documents.

2.5.3 The NASA NEPA Manager shall coordinate a concurrence review of the draft EIS with OGC before submitting the documents for formal NASA concurrence review.

2.5.4 The program or project manager shall coordinate review of the draft and final EISs at the appropriate Headquarters level prior to submission to the EPA and Federal Register.

2.5.5 A summary of the process to prepare an Environmental Impact Statement is provided in Appendix D, Figure D-4.

## 2.6 Mitigation and Monitoring

2.6.1 The program or project manager shall involve the public in mitigation planning, as appropriate.

2.6.2 The program or project manager shall ensure that mitigation commitments made in the final NEPA decision documents are implemented.

2.6.3 The program or project manager shall ensure that mitigation commitments are monitored for effectiveness.

2.6.4 If mitigation measures committed to cannot or will not be effectively implemented, the program or project manager shall notify the CNM to determine the need for a follow-up plan.

2.6.5 The program or project manager shall notify the CNM when the NEPA action has been completed or fully implemented.

# Chapter 3. Related NEPA Requirements

## 3.1 Supplemental NEPA Documents

3.1.1 The program or project manager in consultation with the CNM shall prepare an appropriate supplemental NEPA document (EIS and EA) when NASA makes a substantial change in the proposed action that is relevant to environmental concerns or there are significant new circumstances or information relevant to environmental concerns that bear on the proposed action or its impacts. For missions, funding extension or small hardware additions that have no environmental impact are not considered substantial changes.

3.1.2 The focus of a supplemental NEPA document shall be the change in the proposed action or the new information or circumstances.

3.1.3 Supplemental NEPA documents shall be prepared in the same manner as the original NEPA document.

3.1.4 The CNM shall coordinate the decision to prepare a supplemental EIS with the NASA NEPA Manager.

3.1.5 Supplemental EISs shall commence with a Notice of Intent (NOI) and be completed with a new, updated ROD.

## 3.2 Emergency Circumstances

3.2.1 The program or project manager shall notify the CNM as soon as practicable of any emergency circumstance that precludes standard pre-action compliance with NEPA.

3.2.2 The program or project manager shall, to the extent practicable, mitigate foreseeable adverse environmental impacts when taking emergency response actions.

3.2.3 The CNM shall immediately notify the NASA NEPA Manager of all emergency circumstances.

3.2.4 The NASA NEPA Manager will consult with the SEO, Director EMD, OGC, and other appropriate NASA entities before coordinating with CEQ.

3.2.5 The NASA NEPA Manager shall advise the CNM and program or project manager of the Agency's NEPA requirements for actions associated with the emergency circumstance.

3.2.6 The CNM shall assist the program or project manager in completing any required NEPA documentation.

## 3.3 Classified Actions

3.3.1 Classified actions or classified portions of actions are not exempt from NEPA; rather, they are treated differently in accordance with 14 C.F.R. subpart 1216.310. The program or project manager of a classified action shall ensure compliance with 14 C.F.R. subpart 1216.310.

3.3.2 The program or project manager shall consult with the NASA NEPA Manager whenever classified NEPA documentation is prepared.

### 3.4 Signatory/Approval Authorities for NEPA Documentation

3.4.1 Table 3-1 indicates signatory and approval authority based on the level of NEPA documentation. If an acting manager signs notices to be published in the Federal Register, their name shall be listed on the notice.

Table 3-1. Signatories/Approval Authorities for NEPA Documents

| NEPA Document   | Location/Proponent               | Signatory  |
|---|----------------------------------|--|
| Checklist   | Center                           | Program or Project Manager   |
| CatEx/REC   | Center                           | Center NEPA Manager  |
| EA FONSI  | Center<br>JPL/FFRDC              | Center Director/NMO,<br>Mission Directorate, or<br>other Associate Administrator         |
| Agency-wide/Headquarters-level EA FONSI               | As applicable                    | Mission Directorate or other<br>Associate Administrator                                  |
| EA FONSI Public Notices - Local Newspaper Publication | Center                           | Unsigned   |
| Federal Register Notices                              | Center/Headquarters<br>proponent | Mission Directorate, other<br>Associate Administrator, or OSI<br>Assistant Administrator |
| EIS ROD   | Center/Headquarters<br>proponent | Mission Directorate or other<br>Associate Administrator                                  |

### 3.5 Electronic Media

3.5.1 Electronic media shall be used to the maximum extent practical to provide easier access to publically available NEPA documents.

3.5.2 The only NEPA documents that should be considered for public posting are completed and/or signed public documents, such as NOIs, NOAs, FONSI, RODs, and draft and final EAs and EISs.

3.5.3 The CNM shall approve all public postings for NEPA documents dealing with local or Center lead activities.

3.5.4 The CNM shall receive concurrence by the NASA NEPA Manager and OGC before approving public posting of EISs and multisite EAs.

### 3.6 Executive Order 12114, Environmental Effects Abroad of

## Major Federal Actions

3.6.1 EO 12114 is not mandated by NEPA, but it shall be considered when contemplating an action with the potential for global environmental effects or effects outside the territorial jurisdiction of the United States.

3.6.2 The program or project manager shall consult with the CNM in preparing an environmental evaluation to be used to determine the level of documentation needed.

3.6.3 If the environmental evaluation indicates that the effects of the proposed actions are not significant as defined in CEQ NEPA Regulations (40 C.F.R. subpart 1508.27), the program or project manager shall, in coordination with the CNM, prepare a memorandum for the record (MFR) or a REC.

3.6.4 If it is determined that effects of the proposed action are significant, the program or project manager shall, in coordination with the CNM, prepare the appropriate EO 12114 documentation, which could include an EIS, bilateral or multilateral environmental study, concise environmental assessments, summary environmental analyses, or other appropriate documents.

3.6.5 The program or project manager shall coordinate the review and concurrence of the MFR, REC, or EO 12114 documentation by the NASA NEPA Manager, OGC, External Relations, and other organizations as appropriate.

## 3.7 Deviations from this NPR

3.7.1 The program or project manager seeking to deviate from this NPR shall consult with the CNM and the NASA NEPA Manager prior to submitting a written request for deviation.

3.7.2 The NASA NEPA Manager shall consult with OGC for all requests for deviation from this NPR.

3.7.3 The NASA NEPA Manager shall provide a written evaluation of the deviation request to the SEO for disposition.

3.7.4 The program or project manager shall not initiate the proposed action until written approval of the deviation is received from the SEO.



# Appendix A. Definitions

**Administrative Record.** A record of all documents (hard copies, electronic files, briefing charts, files, photographs, or other documents and records) relied upon in preparing a NEPA document. The administrative record documents NASA's consideration of all relevant and reasonable factors and should include evidence of diverging opinions and criticisms of the proposed action or its reasonable alternatives.

**Abroad.** Outside the United States and its territories or in the global commons outside the jurisdiction of any nation (e.g., international waters or Antarctica).

**Categorical Exclusion (CatEx).** A category of actions listed in NASA NEPA regulations (14 C.F.R. subpart 1216.304(d)) that do not individually or cumulatively have a significant effect on the human environment and do not require preparation of an environmental assessment or an environmental impact statement.

**Center NEPA Manager.** The individual designated by the Center Director (per Section 1.2.6) to oversee NEPA compliance for the Center and/or Component Facility, including Wallops Flight Facility, Michoud Assembly Facility, and White Sands Test Facility.

**Draft EIS.** A preliminary draft that is circulated to internal stakeholders and any cooperating Agencies for review and used to develop the draft that is published for review by regulators and the general public. **Emergency Circumstance.** A catastrophic event beyond the Agency's control. "Emergency" does not include activities or actions that a Center or Component Facility wants to accomplish more quickly.

**Environmental Assessment (EA).** A report that estimates and evaluates potential short-term and long-term effects on the environment of a proposed program or project. The document is used to determine if a Finding of No Significant Impact can be issued or if preparation of an Environmental Impact Statement is required.

**Environmental Impact Statement (EIS).** A report addressing the potential effects on the environment of a proposed program or project in accordance with §102(2) (C) of the National Environmental Policy Act of 1969 and NASA NEPA regulations found at 14 C.F.R. subpart 1216.3. An EIS is prepared when significant environmental effects are anticipated or there is public controversy to the proposed program or project expected. Draft EISs are reviewed and scored by the Environmental Protection Agency and made available for public review and comment in the Federal Register.

**Environmental Resource Document (ERD).** A succinct baseline description of all environmental aspects of the operations of a facility at the time of the ERD's preparation. The ERD forms a baseline environment description against which the effects of subsequent proposed actions may be judged to determine significance. **Exempt Action.** A proposed action exempt by law from NEPA requirements (e.g., judicial or administrative enforcement actions or Federal statute expressly excluding NEPA applicability).

**Final EIS.** The final version of the NEPA document that leads to the issuance of a Record of Environmental Decision (ROD) by the Responsible Official.

**Finding of No Significant Impact (FONSI).** A decision document that describes why a proposed action will not have a significant impact on the environment. This decision may be made after

agreeing to mitigate potential environmental impacts. Memorandum for the Record. Memorandum developed by the NASA NEPA Manager or CNM to document compliance with Executive Order 12114 (template and examples are in the NEPA Desk Guide).

NASA Environmental Tracking System (NETS). A set of relational databases that houses environmental data across the Agency. The NETS NEPA module is the Agency's repository of NEPA documents.

NASA NEPA Manager. The NASA civil servant within the Environmental Management Division, Headquarters, assigned the responsibility to manage the Agency NEPA Program and supporting NEPA actions.

NEPA document. Any of the following: CatEx, REC, EA, FONSI, NOI, NOA, DEIS, EIS, and ROD.

Notice of Availability (NOA). A document that alerts the public to the availability of a NEPA document for review by newspaper announcements or notice in the Federal Register.

Notice of Intent (NOI). A document that notifies the public that NASA plans to prepare an EIS for a proposed action.

Proposed Action. Proposed new programs or projects entirely or partly financed, assisted, conducted, regulated, or approved by NASA for which NEPA documentation is required prior to implementation of the program or project.

Public Involvement Plan (PIP). A formal or informal written document that identifies cooperating agencies, if any, organizations, and other interested parties that may be invited to participate in NASA's NEPA process. This plan will also document whether or not public hearings are planned, including the number, location, and timing.

Public Scoping. An early and open process for determining the array of alternatives to be addressed in an EIS and for identifying significant issues. The public scoping process is required for EISs as defined in CEQ Regulations (40 C.F.R. subpart 1501.7) yet some scoping efforts may be appropriate for an EA.

Record of Decision (ROD). A document that states the decision reached by the appropriate decision maker and that describes the environmental impacts, alternatives, preferred alternative, mitigation measures, if any, and other factors that were considered.

Record of Environmental Consideration (REC). A brief document that is used to describe a proposed action and explain why further environmental analysis is not required. This document is mainly used to confirm that use of a CatEx is appropriate.

## Appendix B. Acronyms

|       |  |
|-------|--|
| AA    | Associate Administrator  |
| CatEx | Categorical Exclusion  |
| CEQ   | Council on Environmental Quality   |
| CNM   | Center/Component Facility NEPA Manager   |
| EA    | Environmental Assessment   |
| EIS   | Environmental Impact Statement   |
| EMD   | Environmental Management Division  |
| EMS   | Environmental Management System  |
| EO    | Executive Order  |
| ERD   | Environmental Resource Document  |
| FFRDC | Federally Funded Research and Development Center                               |
| FONSI | Finding of No Significant Impact   |
| JPL   | Jet Propulsion Laboratory (a Federally Funded Research and Development Center) |
| MFR   | Memorandum for the Record  |
| NASA  | National Aeronautics and Space Administration                                  |
| NEPA  | National Environmental Policy Act  |
| NETS  | NASA Environmental Tracking System   |
| NMO   | NASA Management Office   |
| NOA   | Notice of Availability   |
| NOI   | Notice of Intent   |
| NPD   | NASA Policy Directive  |
| NPR   | NASA Procedural Requirements   |
| OGC   | Office of General Counsel  |
| OSI   | Office of Strategic Infrastructure   |
| PDR   | Preliminary Design Review  |
| PIP   | Public Involvement Plan  |
| R&T   | Research and Technology  |
| REC   | Record of Environmental Consideration  |
| ROD   | Record of Decision   |

SEO Senior Environmental Official

# Appendix C. Categorical Exclusions for NASA Actions

NASA actions listed in 14 C.F.R. Part 1216.304(d) as normally being categorically excluded from the requirements for EAs and EISs are as follows: Note: The five Categorical Exclusions for which Records of Environmental Consideration (RECs) are required are listed in section 2.2.2 and indicated below.

## (1) Administrative Activities including:

- (i) Personnel actions, organizational changes, and procurement of routine goods and services.
- (ii) Issuance of procedural rules, manuals, directives, and requirements.
- (iii) Program budget proposals, disbursements, and transfer or reprogramming of funds.
- (iv) Preparation of documents, including design and feasibility studies, analytical supply and demand studies, reports and recommendations, master and strategic plans, and other advisory documents.
- (v) Information-gathering exercises, such as inventories, audits, studies, and field studies, including water sampling, cultural resources surveys, biological surveys, geologic surveys, modeling or simulations, and routine data collection and analysis activities.
- (vi) Preparation and dissemination of information, including document mailings, publications, classroom materials, conferences, speaking engagements, Web sites, and other educational/informational activities.
- (vii) Software development, data analysis, and/or testing, including computer modeling.
- (viii) Interpretations, amendments, and modifications to contracts, grants, or other awards.

## (2) Operations and Management Activities including:

- (i) Routine maintenance, minor construction or rehabilitation, minor demolition, minor modification, minor repair, and continuing or altered operations at, or of, existing NASA or NASA-funded or -approved facilities and equipment, such as buildings, roads, grounds, utilities, communication systems, and ground support systems, such as space tracking and data systems.
- (ii) Installation or removal of equipment, including component parts, at existing Government or private facilities.
- (iii) Contribution of equipment, software, technical advice, exchange of data, and consultation to other agencies and public and private entities, where such assistance does not control a receiving entity's program, project, or activity.
- (iv) NASA ceremonies, commemorative events, and memorial services.

(v) Routine packaging, labeling, storage, and transportation of hazardous materials and wastes, in accordance with applicable Federal, federally recognized Indian tribe, State, and/or local law or requirements.

### **(3) Research and Development (R&D) Activities including:**

(i) Research, development, and testing in compliance with all applicable Federal, federally recognized Indian tribe, State, and/or local law or requirements and Executive Orders.

(ii) Use of small quantities of radioactive materials in a laboratory or in the field. Uses include material for instrument detectors, calibration, and other purposes. Materials must be licensed, as required, and properly contained and shielded.

(iii) Use of lasers for research and development, scientific instruments and measurements, and distance and ranging, where such use meets all applicable Federal, federally recognized Indian tribe, State, and/or local law or requirements, and Executive orders. This applies to lasers used in spacecraft, aircraft, laboratories, watercraft, or outdoor activities.

### **(4) Real and Personal Property Activities including:**

(i) Acquisition, transfer, or disposal of any personal property, or personal property rights or interests.

(ii) Granting or acceptance of easements, leases, licenses, rights-of-entry, and permits to use NASA-controlled property, or any other real property, for activities which, if conducted by NASA, would be categorically excluded in accordance with this section. This assumes that NASA has included any required notices in transfer documentation and any terms and conditions necessary to ensure protection of the environment, as applicable (REC required).

(iii) Transfer or disposal of real property or real property rights or interests if the change in use is one which, if conducted by NASA, would be categorically excluded in accordance with this section (REC required).

(iv) Transfer of real property administrative control to another Federal agency, including the return of public domain lands to the Department of the Interior (DoI) or other Federal agencies, and reporting of property as excess and surplus to the General Services Administration (GSA) for disposal, when the agency receiving administrative control (or GSA, following receipt of a report of excess) will complete any necessary NEPA review prior to any change in land use (REC required).

(v) Acquisition of real property (including facilities) where the land use will not change substantially (REC required).

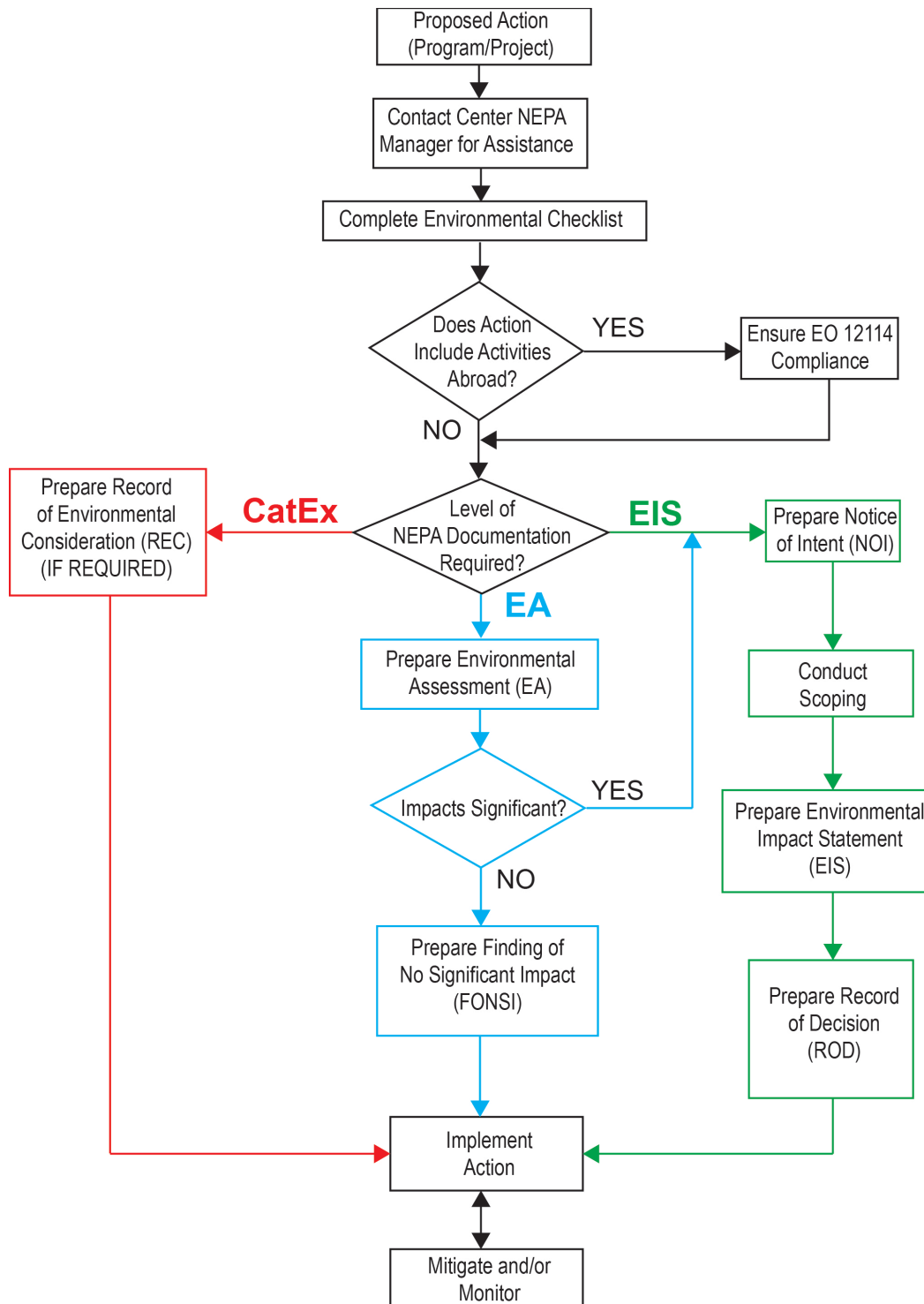
### **(5) Aircraft and Airfield Activities including:**

(i) Periodic aircraft flight activities, including training and research and development, which are routine and comply with applicable Federal, federally recognized Indian tribe, State, and/or local law or requirements, and Executive orders.

(ii) Relocation of similar aircraft not resulting in a substantial increase in total flying hours, number of aircraft operations, operational parameters (e.g., noise), or permanent personnel or logistics

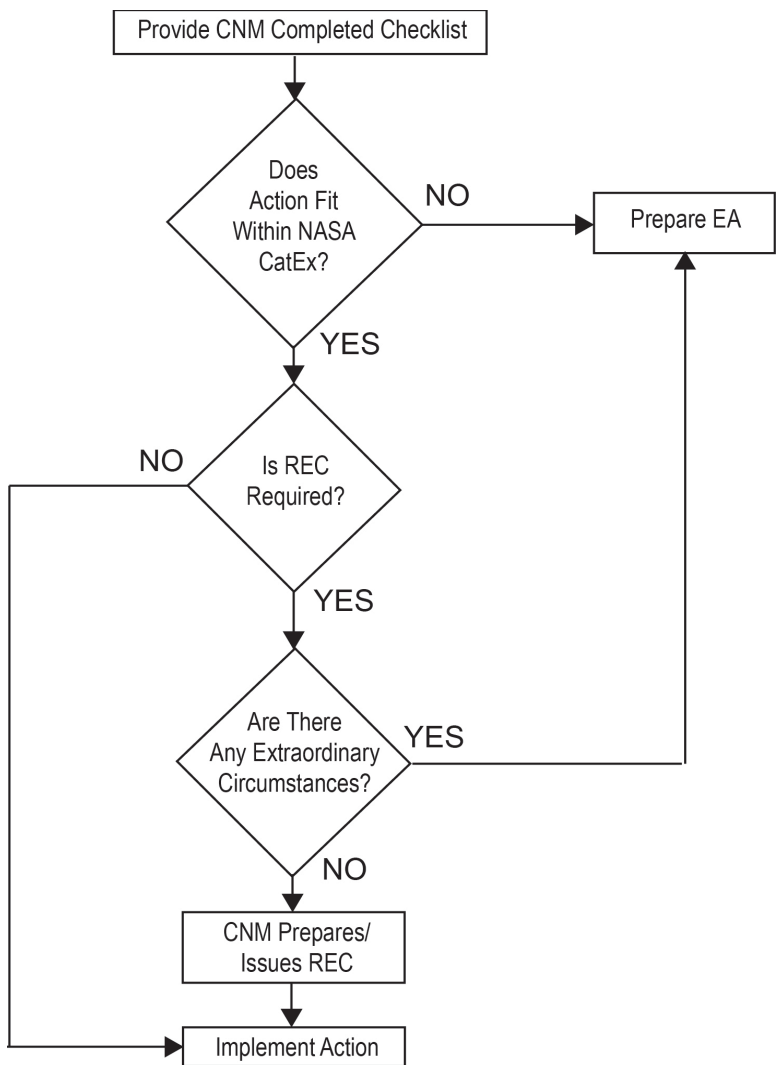
support requirements at the receiving installation (REC required).

# Appendix D. Flow Charts of the NEPA Process

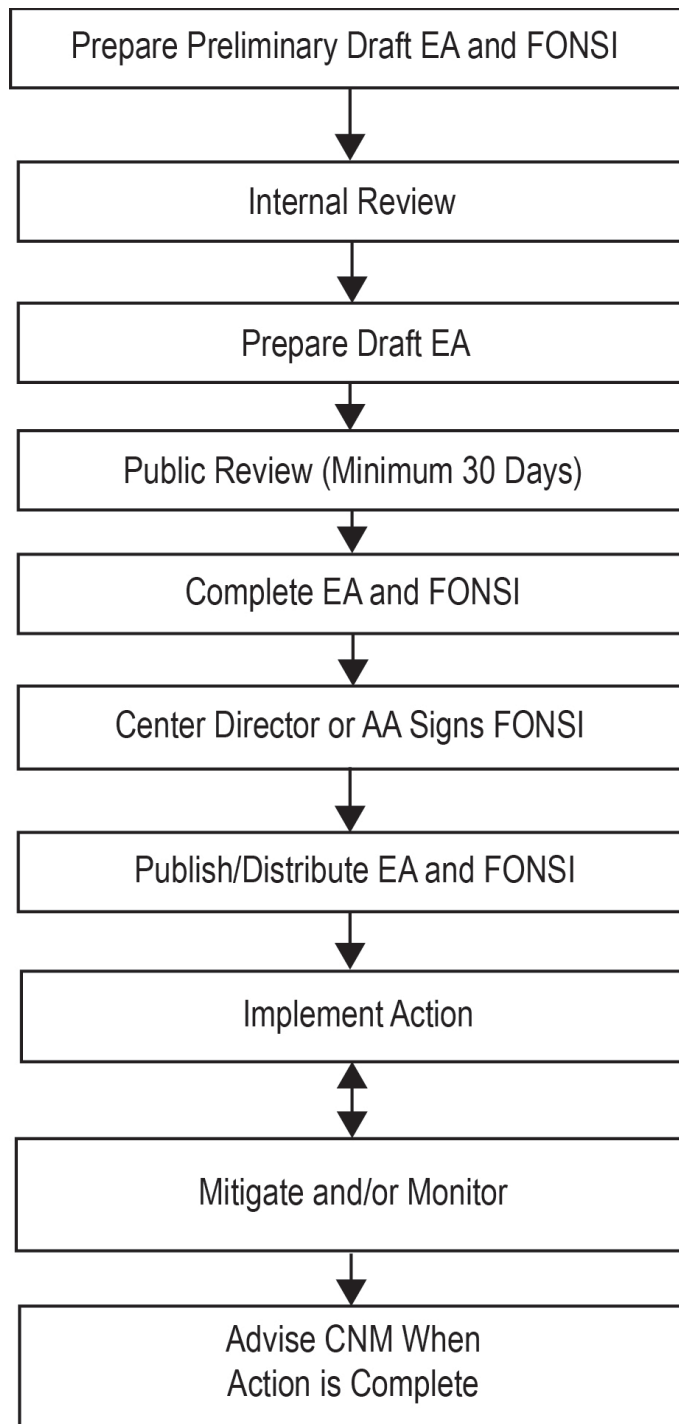


**Figure D-1 Summary of the NEPA Process**

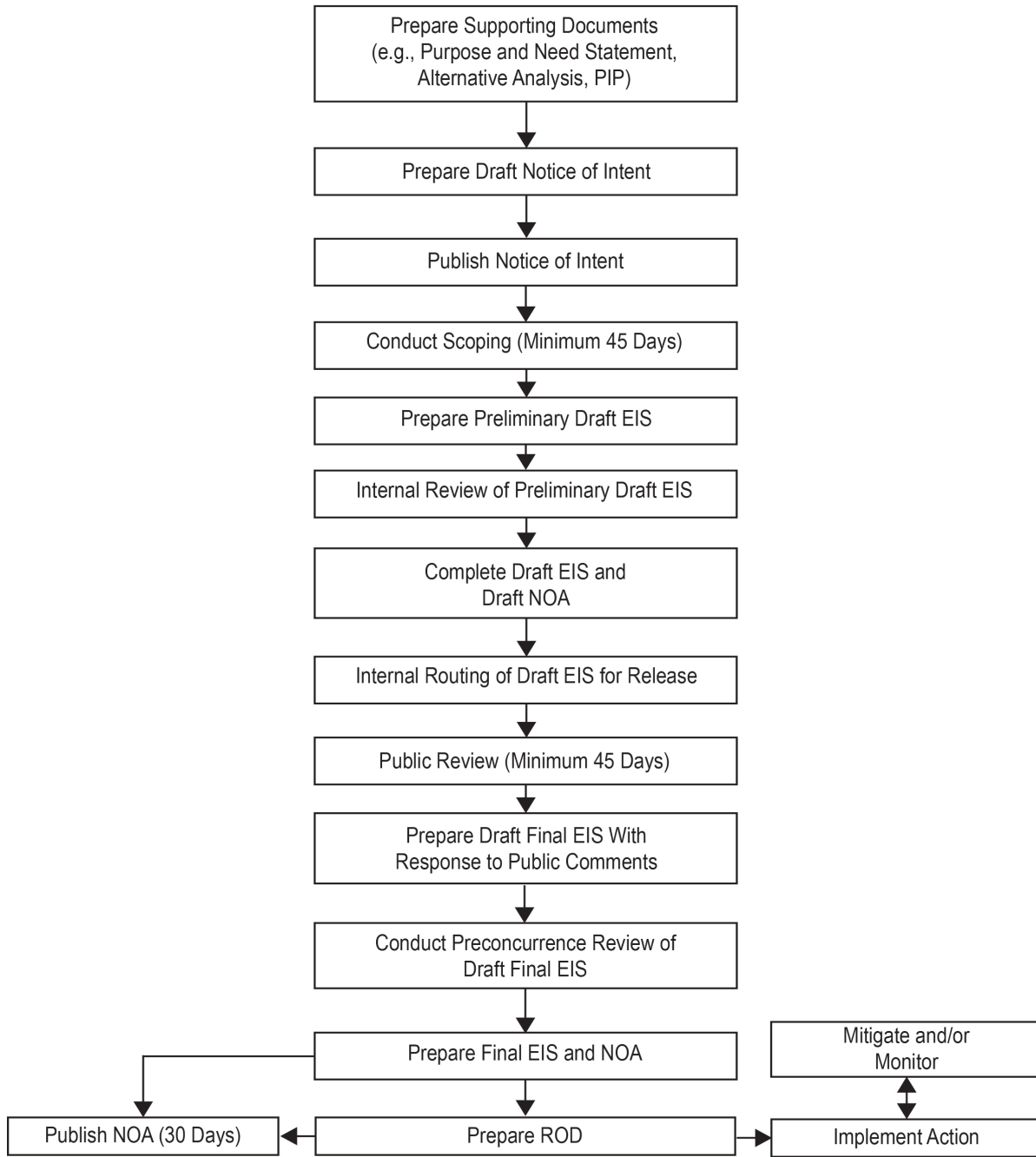




**Figure D-2 Summary of the Process for Categorical Exclusion Determination**



**Figure D-3 Summary of Typical Environmental Assessment Process (Assumes EA Will Lead to FONSI)**



**Figure D-4 Summary of Environmental Impact Statement Preparation Process**