

FACILITIES MAINTENANCE AND ENGINEERING

GENERAL SPECIFICATION FOR A REQUEST FOR AN EXEMPTION TO THE NIH GUIDELINES FROM
AN A&E FIRM

NATIONAL CANCER INSTITUTE AT FREDERICK
(NCI-FREDERICK)
FORT DETRICK,
FREDERICK, MARYLAND

Revision	Date	Reason for Revision	By	Checked	Approved
0		Initial Issue			

1.0 PURPOSE

To define the process for an Architect Engineering firm, under contract to the Science Applications International Corporation (SAIC) located at Fort Detrick in Frederick, Md., to request an exemption from the National Institute of Health (NIH) Design Policy and Guidelines.

2.0 GENERAL

The request for exemption to the NIH guideline is to be documented on the form shown on Attachment A of this document.

The National Institute of Health (NIH) Design Policy and Guidelines can be found on the following website:

<http://des.od.nih.gov/>

Click on Planning

Click on NIH Design Policy and Guidelines

2.1 Definitions

FME-Facilities Maintenance and Engineering.

NIH- National Institute of Health.

NCI- National Cancer Institute.

SAIC- Science Applications International Corporation.

A&E- Architect Engineering firm under contract to SAIC.

3.0 PROCEDURE

3.1 A&E

The A&E firm will identify the exemption found during the design phase of the work, and document the exemption on the Request for Exemption to the NIH Guidelines form shown in Attachment A of this document.

The A&E will sign and date the form, and then forward the form to SAIC.

3.2 SAIC

SAIC will assign an NIH Exemption Number, perform a review of the information on Attachment A, and sign the form.

Note: Any conflict will be discussed with the A&E.

SAIC will forward the form to NCI for action and signature.

After completion of the review process by SAIC and the approval/disapproval of the form by NCI, SAIC will forward the form back to the A&E.

SAIC will place a copy of the form in the engineering files.

Request for Exemption to the NIH Guide Lines

NIH Exemption Number:		
From:	Approver:	Date:
Subject:		
Description of NIH Guide:		
NIH Guide Location:		
Reason for Exemption to NIH Guide:		
Alternative to NIH Guide:		
SAIC Review by:		
NCI Action. Check box below.		Reason for Disapproval:
Approval <input type="checkbox"/>	Disapproval <input type="checkbox"/>	
NCI Signature:		

Completion Instructions for Attachment A

Description of NIH Guide- A brief description of the specific NIH design guide requirement that will require an exemption.

NIH Guide Location- Identify the specific (mechanical, electrical, controls, etc.) NIH design guide section, with page number, where the design guide requirement is located.

Reason for Exemption to NIH Guide- Clearly explain why an exemption to the NIH design guide requirement is being requested. Include the technical justification to support the requested exemption. Special attention should be given to ensure that safety is not compromised by this exemption.

Alternative to NIH Guide- Explain the proposed alternative design, and the specific design features included, that will compensate and/or justify the exemption to the NIH design guide requirements.