

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)	FMEP-P-0355	Rev. No. 0
	Page 1 of 3	

1.0 PURPOSE

This procedure describes the Facilities Maintenance and Engineering (FME) activities associated with the development of input to support the process of determining compliance with the NEPA.

The organization responsible for the completion and approval of documentation to support compliance with the NEPA is the National Institute of Health (NIH).

2.0 GENERAL

2.1 Background

The NIH review process for compliance to the NEPA is shown in Exhibit A. Exhibit A is provided for information only. The responsibilities of FME in the support of compliance to NEPA is identified in Sections 3.0 and 4.0 of this procedure.

2.2 Glossary of Terms

A glossary of terms associated with compliance to the NEPA is identified below.

Environmental Assessment (EA): a concise public document that analyzes the environmental impacts of a proposed federal action and provides sufficient evidence to determine the level of significance of the impacts.

Finding of No Significant Impact (FONSI): A public document that briefly presents the reasons why an action will not have a significant impact on the quality of the human environment and therefore will not require preparation of an environmental impact statement.

Environmental Impact Statement: the "detailed statement" required by Section 102(2)(C) of NEPA that an agency prepares when its proposed action significantly affects the quality of the human environment.

Record of Decision (ROD): a public document signed by the agency. The ROD states the decision, the alternatives considered, the environmentally preferable alternative or alternatives, the factors considered in the agency's decision, any mitigation measures that will be implemented, and a description of any applicable enforcement and monitoring programs.

Categorical Exclusion (CATEX): categories of actions that normally do not individually or cumulatively have a significant effect on the human environment and for which, therefore, an EA or EIS is not required.

Cumulative Impact: the impact on the environment that results from the incremental impact of the action when added to other past, present, and reasonably foreseeable actions regardless of what agency, organization, or person undertakes the action.

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)	FMEP-P-0355	Rev. No. 0
	Page 2 of 3	

Asset: entities or environments that individual environmental acts seek to protect. Assets include cultural assets (e.g., historic properties) and natural assets (e.g., clean air, clean water, endangered species).

Action: a signed decision by a responsible Federal official resulting in:

- (a) Commitment of Federal funds.
- (b) Change in official policy or regulations
- (c) Submission of proposed legislation to Congress.

3.0 PROCEDURE

The below listed steps are to be followed for the FME support of regarding the NEPA review process.

Step 1 The Project Manager (PM) is to contact the Manager of Environmental Protection (MEP) and discuss the upcoming modification or new construction.

Step 2 The MEP will decide whether to prepare an EA or EIS for the project after consultation with the NIH Environmental Branch (where appropriate). Written documentation of the decision will be provided to FME for retention with the Work Order documentation.

Step 3 When an EA or EIS is required, the PM is to complete the below listed Exhibits.

- Exhibit B – DHHS & NIH Categorical Exclusion Checklist
- Exhibit C – NIH Environmental Assessment Criteria
- Exhibit D – Safety & Environmental Questionnaire

Note: Written coordination with the Architect Engineer/Program may be required for completion of the above Exhibits.

After completion, the information is to be provided to the MEP.

Step 4 If an EA is required, the following information is to be provided by the PM to the MEP.

- a. Title of project and building number(s).
- b. Name of program(s) involved.
- c. Contact person(s) for each program.
- d. Maps - 8 1/2 x 11" or 8 1/2 x 14" preferred
 - i. Figure 1 - Frederick, Washington, Baltimore Vicinity
 - ii. Figure 2 - The Frederick Area and NCI - Frederick Campus
 - iii. Figure 3 - The NCI - Frederick Campus (with location of the proposed new building(s) marked)

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)	FMEP-P-0355	Rev. No. 0
	Page 3 of 3	

- iv. Figure 4 - Building Site Plan
- v. Figure 5 - Floor Plan (use additional figures for each floor plan, plus attics, basements, and utility spaces)
- e. Need for proposed action - what does the NCI need, and how will the proposed project meet this need?
Summary of proposed action - what will be built?
- g. Proposed use of the new facility - what will the facility be used for?
- h. Program of requirements - description of the parameters that the proposed structure must meet (e.g., number of floors, biological containment level, GMP requirements, biological safety cabinets, chemical fume hoods, etc.).
- i. Alternatives considered (include maps and floor plans if needed) and rationale for choosing the preferred alternative. At least two alternatives should be considered in addition to the "no action" alternative.
- j. Land use (square feet).
- k. Occupiable space and enclosed space (square feet).
- I. Number of additional staff as a result of the project - include staff added by back-filling abandoned space.

Note: Written coordination with the Program will be performed to obtain the required information identified above.

After completion, the information is to be provided to the MEP.

Step 5 The MEP will prepare a draft EA and forward the draft EA to the PM and the Program for comments. Comments from these reviews are to be forwarded back to the MEP.

Step 6 The MEP will submit all paper work to NCI-Frederick Management for review. NCI-Frederick Management will provide coordination with NCI/NIH.

4.0 FME SUPPORT

During the preparation and review process, which is identified in Exhibit A, FME will provide requested support to the MEP which may be required for the determination of compliance to NEPA.

FMEP-P-0355 Exhibits

- Exhibit A – NIH Review Process (3 Pages)
- Exhibit B – DHHS & NIH Categorical Exclusion Checklist (10 Pages)
- Exhibit C – NIH Environmental Assessment Criteria (9 Pages)
- Exhibit D – Safety & Environmental Questionnaire (4 Pages)