

NIH Facilities & Research Services Directory



Office of Research Facilities (ORF)



Office of Research Services (ORS)



The **OFFICE OF RESEARCH FACILITIES (ORF)** and the **OFFICE OF RESEARCH SERVICES (ORS)** provide a wide range of services to the NIH community. While our organizations are distinct we share a basic premise: to support the mission of the National Institutes of Health.

The **NIH FACILITIES & RESEARCH SERVICES DIRECTORY**, produced for the first time in 2011, itemizes ORF and ORS services by service category and title.

An enhanced version of this consolidated Services Directory is available at <http://services.od.nih.gov>. The website provides additional information about service areas.

Thank you for your support!



DAN WHEELAND, P.E.

Director, Office of Research Facilities



ALFRED C. JOHNSON, Ph.D.

Director, Office of Research Services

 **AMENITIES**

Building 10 Hair Salon.....	301-496-6061
Child Care Programs.....	301-402-8180
Credit Union.....	301-718-0208
Fitness Centers.....	301-496-8746
Recreation & Welfare Association (R&W).....	301-496-6061
R&W Gift Shops.....	301-496-6061
Vending Machines.....	301-330-2900

 **ANIMAL RESOURCES**

Diagnostic Research.....	301-496-7049
Facility Management.....	301-435-4444
Laboratory Animal Research Contract.....	301-594-3569
Pharmacy.....	301-435-2780
Procurement.....	301-496-3575
Quarantine.....	301-496-4132
Transportation.....	301-496-8184
Veterinary Medicine.....	301-451-8334

 **CAMPUS ACCESS/DIRECTIONS**

Campus Maps.....	301-594-6677
Campus Shuttle Services.....	301-496-9621
Parking.....	301-496-5050

 **CAMPUS SECURITY**

Background Investigations.....	301-402-9755
ID Cards, Contractors.....	301-451-4766
ID Cards, Employees.....	301-451-4766
ID Cards, Visitors.....	301-496-2387
Install Security Card Readers.....	301-451-4034
Modify Facility Access Control.....	301-451-4766
Security Assessments.....	301-443-7287
Security Guard Services.....	301-496-8309

 **CONSTRUCTION CONTRACTS**

Architecture & Engineering Service Contracts.....	301-402-0878
Build-Out Renovation Contracts.....	301-402-0878
Construction Management Contract (CMC) Contracts...	301-402-0878
Construction Quality Management (CQM) Contracts....	301-402-0878
Design-Build Contracts.....	301-402-0878
Design Contracts.....	301-402-0878
Service & Construction Contracts.....	301-402-0878

EMERGENCY SERVICES

Continuity of Operations (COOP).....	301-496-1985
Emergency Evacuations.....	301-496-1985
Emergency Preparedness.....	301-496-1985
Evacuation/Shelter-in-Place.....	301-496-1985
Hazardous Material Spills.....	911
Medical Emergency.....	911
NIH Fire & Rescue.....	301-496-2372
NIH Police.....	301-496-5685

EMPLOYEE & FACILITY DATA

ARCHIBUS Updates.....	301-496-5037
NIH Census Data Management.....	301-435-1668
NIH Real Property Data Management.....	301-496-5037

ENGINEERING SERVICES

Commissioning.....	301-496-6186
Design & Construction.....	301-496-6186
Energy Program Services.....	301-496-6186
Field Technical Assistance.....	301-496-6186
Inspection.....	301-496-6186
Plan Review.....	301-496-6186
Renovations.....	301-496-6186

ENVIRONMENTAL PROTECTION

Chemical Move Planning.....	301-496-7990
Chemical Waste Management.....	301-496-7990
Compliance, Guidance & Permitting.....	301-496-7775
Construction Debris Recycling.....	301-496-7990
Decommissioning.....	301-496-7775
Fuel Storage Tanks.....	301-496-7775
Green Purchasing.....	301-496-7990
Lab Cleanouts.....	301-496-7775
Medical Waste Management.....	301-496-7990
National Environmental Policy Act (NEPA).....	301-496-7775
NIH Environmental Management System.....	301-496-7775
NIH Mercury Free Campaign.....	301-496-7990
Recycling Programs.....	301-496-7990
Remediation.....	301-496-7775
Spill Reporting (non emergency).....	301-496-7775
Toxic Chemical Reduction.....	301-496-7990
Waste Disposal.....	301-496-7990

EVENTS MANAGEMENT

Catering	301-402-8180
Conference Services	301-496-9966
Multimedia Services	301-496-9966
Public Address Equipment	301-496-4700
Public Assembly Event Crowd Control Monitoring ...	301-496-0487
Sign Language Interpreters	301-402-8180

FACILITIES & PROPERTY MANAGEMENT

Custodial Services	301-435-8000
Dock Material Management	301-435-8000
Elevators	301-435-8000
Facility Maintenance & Repair	301-435-8000
Facility Management	301-435-8000
Fire Suppression Systems (excluding Building 10) ...	301-402-3336
Grounds Maintenance/Landscape	301-435-8000
Locksmith Shop	301-435-8000
Pneumatic Tube/Electric Track	301-435-8000
Roofing Systems	301-435-8000
Snow & Ice Removal	301-435-8000

FACILITY PLANNING

NIH Building & Space Programs	301-496-5037
NIH Leased Space Planning	301-496-5037
Real Estate Contracting	301-402-0878
Strategic Facilities Planning	301-496-5037

FIRE

Fire & Rescue.....	301-496-2372
Fire Extinguishers.....	301-496-2372
Fire Investigations	301-496-0487
Fire Marshal	301-496-0487
Fire Protection Engineering Design Reviews, Construction Submittal Reviews, Construction Inspections, & Consultations	301-496-0487
Fire Safety Inspections.....	301-496-0487
Fire Safety Policy	301-496-0487
Fire Safety Training	301-496-0487
Hazardous Work/Burn Permits	301-496-0414
Report of a Fire or Medical Emergency.....	911

FOOD & CONCESSION

Cafeteria Food Services	301-402-8180
Catering.....	301-402-8180
Concession Stands.....	301-402-8180
Vending Machines.....	301-402-8180

HEALTH & SAFETY

Cardiopulmonary Resuscitation (CPR) Training	301-496-4111
Employee Assistance Program (EAP).....	301-496-3164
Equipment Decontamination & Sterilization	301-496-2346
Ergonomics	301-496-3457
Fire Safety	301-496-0487
Food Safety Program	301-496-2960
Forms (Biological Materials).....	301-496-2960
Hearing Conservation Program	301-496-3457
Human Pathogen Registration	301-496-2346
Immunizations.....	301-496-4411
Import/Export Permits.....	301-496-3457
Indoor Air Quality	301-496-3457
Laser Safety Program.....	301-496-3457
Occupational Medical Services	301-496-4411
Occupational Medical Surveillance Programs.....	301-496-4411
Publications & Policies	301-496-2960
Radiation Safety.....	301-496-5774
Radiation Safety Committee.....	301-496-2253
Radiation Safety Officer.....	301-496-2254
Radioactive Material Orders	301-496-3277
Recombinant DNA Registration	301-496-2960
Safety & Health Specialists	301-496-2346
Safety Committees.....	301-496-2346
Shipping Biological Materials	301-496-2960
Work-Related Injuries & Illnesses.....	301-496-4411
Worker's Compensation	301-496-9822

INTERNATIONAL

Documentation Translation	301-496-2257
Foreign Researchers.....	301-496-6166
Visiting Program.....	301-496-6166

MAIL MANAGEMENT SERVICES

Building 1	301-496-6410
Building 10	301-496-5518
Building 31	301-496-1950
Building 45	301-594-6486
Customer Service	301-496-3586
Executive Plaza North	301-496-0865
Mail Distribution Center	301-496-3586
Neuroscience Center	301-435-1472
Rockledge II	301-435-0461

MAINTENANCE REQUESTS

Biosafety Lab Level 3 or 4	301-435-8000
Emergencies	301-435-8000
Facility Maintenance Support	301-435-8000
Grounds Maintenance (on campus)	301-435-8000
Grounds Maintenance (off campus)	301-435-8000
Routine Maintenance Service Requests	301-435-8000
Unusual Odors	301-435-8000

MASTER PLANNING

Facility Planning	301-496-5037
Historical Preservation	301-496-5037
National Capital Planning Commission (NCPC) Coordination	301-496-5037
NIH Master Planning	301-496-5037
State Historical Preservation Office Coordination ...	301-496-5037

NIH COMMITTEE MANAGEMENT

NIH Architectural Design Review Board (ADRB)	301-443-7154
NIH Facilities Working Group (FWG)	301-496-5037
NIH Space Recommendation Board (SRB)	301-496-5037

NIH LIBRARY

Book Renewals	301-496-5611
Document Delivery Services	301-496-4651
Documentation Translation	301-496-2257
General Information	301-496-5611
Library Director	301-496-2448
Literature Searches	301-496-1080
Reference & Information Services	301-496-1080

POLICE

Report a Crime (emergency).....	911
Report a Crime (non-emergency).....	301-496-5685
Traffic Tickets.....	301-496-2387
Uniformed Police Officer Escorts.....	301-496-5685



SCIENTIFIC EQUIPMENT & INSTRUMENTATION SERVICES

Computer & Printer Repair.....	301-496-4131
Equipment Maintenance Agreements.....	301-496-4131
Equipment Rental Program.....	301-496-9748
Laboratory Equipment Repair	301-496-4131
Mechanical Design & Fabrication	301-496-4131
New Equipment Sales Program	301-496-9748



SERVICE CONTRACTS

Building & Laboratory Maintenance Service Contracts	301-402-0878
Construction Services Contracts	301-402-0878
Electrical Service Contracts	301-402-0878
Elevator Service Contracts	301-402-0878
Facility Service Contracts	301-402-0878
Handyman Services Contracts	301-402-0878
Landscape Tree Services Contracts	301-402-0878



SPACE ALLOCATION & MANAGEMENT

Building Number Assignment.....	301-496-5037
Housing Plans – New Facilities	301-496-5037
Plan & Manage Space Allocations	301-496-5037
Request for Space	301-496-5037
Room Number Assignment.....	301-496-5037



TECHNICAL RESOURCES

Dispersion Modeling.....	301-435-8746
Building Sound Studies/Analyses.....	301-435-8746
Building/Systems Commissioning	301-435-8746
Construction Quality Assurance	301-435-8746
Design/Construction Review Services	301-435-8746
Electrical System Analyses	301-435-8746
Feasibility Studies.....	301-435-8746
Government Performance Reporting Act (GPRA) ..	301-435-8746
HHS Facilities Policy Coordination	301-435-8746

In-house Design.....	301-435-8746
Joint Commission Training	301-435-8746
NIH Manual Issuances (Facilities related).....	301-435-8746
Policy Development & Review	301-435-8746
Specialized Training/Conferences.....	301-435-8746
Technical Library.....	301-435-8746
Vibration Studies/Analyses.....	301-435-8746

TRAINING

Cardiopulmonary Resuscitation (CPR) Training	301-496-4111
Fire Safety Training	301-496-0487
Laboratory Safety Training	301-496-2346
National Biosafety & Biocontainment Training Program (NBBTP)	301-496-2960
Radiation Safety Training.....	301-496-2255
Shipping Biological Materials	301-496-2960
S.T.A.R.S. Laboratory Training Program	301-496-2960

TRANSPORTATION

Campus Maps	301-594-6677
Campus Shuttle Services.....	301-496-9621
Commuter Information	301-496-5050
NIH Parking Office	301-496-5050
Patient Shuttles	301-496-1161
Transhare Program.....	301-496-5050
Vanpool.....	301-594-1755

TRAVEL

Employee.....	301-451-9299
Patient	301-496-4991
Visiting Program.....	301-496-6166

UTILITY SYSTEMS & MAINTENANCE

Campus Utility Plant Operations	301-402-2848
Campus Utility Systems.....	301-594-1848
Utility Emergency for Building 10	301-594-1848
Utility Engineering Services: Mechanical, Electrical....	301-402-2848
Utility Maintenance & Repairs	301-435-8000
Utility Master Planning Services	301-594-1848
Utility Shutdowns.....	301-435-8000

VISUAL ARTS & MULTIMEDIA

Digital Imaging	301-496-6781
Electronic Media.....	301-496-5566
Graphic Design	301-496-5566
Medical Illustration	301-496-5566
Multimedia.....	301-496-9966
Photography	301-496-4971
Printing.....	301-496-3881
Public Address Equipment.....	301-496-9966
Video	301-496-4700

WASTE MANAGEMENT

Chemical Waste Assistance	301-496-7990
Chemical Waste Pickup.....	301-496-4710
Construction Debris	301-496-7990
Construction Dumpsters.....	301-496-7990
General Waste	301-496-7990
Medical Pathological Waste (MPW) Assistance.....	301-496-2346
Medical Pathological Waste (MPW) Pickup	301-402-6349
Multihazardous Waste Assistance.....	301-496-7990
Multihazardous Waste Pickup	301-496-4451
Radioactive Waste Assistance	301-496-5774
Radioactive Waste Pickup	301-496-4451
Spills or Emergencies on campus	911
Spills or Emergencies off campus (Maryland only) ..	9-911

WELLNESS

AED Program	301-496-2960
Blood Pressure Monitoring Stations	301-496-2960
Career Management (WLC)	301-435-1619
Child Care Programs.....	301-402-8180
Employee Assistance Program (EAP).....	301-496-3164
Ergonomics	301-496-3457
Fitness Centers.....	301-402-8180
Health Promotion Programs	301-496-4111
Immunizations.....	301-496-4111
Nursing Mothers Program.....	301-435-7850
Safety & Health Specialists	301-496-2346
Work-related Medical & Counseling Services	301-496-3164

 **WORKPLACE SAFETY**

Asbestos Management.....	301-496-3457
Biological & Chemical Safety	301-496-2346
Biological Safety Cabinets.....	301-496-3457
Chemical Surveillance	301-496-3457
Equipment Decontamination & Sterilization	301-496-2346
Fire Safety	301-496-0487
Forms (Biological Materials).....	301-496-2960
Hazardous Material Spills.....	911
Hazardous Work Permits.....	301-496-0487
Human Pathogen Registration	301-496-2960
Indoor Air Quality	301-496-3457
Industrial Hygiene	301-496-3457
Laboratory Safety	301-496-2346
Personal & Work-related Medical Emergencies.....	911
Pest Management.....	301-496-4294
Publications & Policies	301-496-2346
Radiation Contamination Control	301-496-5774
Radiation Safety Health Physicists.....	301-496-5774
Recombinant DNA Registration	301-496-2960
Safety & Health Specialists	301-496-2346
Safety Committees.....	301-496-2346
Shipping Biological Materials	301-496-2960
Water Analysis.....	301-496-2960

EMERGENCY CONTACTS

Facilities Maintenance Requests.....	301-435-8000
Fire & Rescue (non-emergency).....	301-496-2372
Hazardous Material Spills.....	911
Medical Emergency.....	911
NIH Police: Report a Crime (emergency)	911
NIH Police: Report a Crime (non-emergency)	301-496-5685
Occupational Medical Services	301-496-4411
ORS General Information	301-594-6677
TTY ORS General Information	301-435-1908
TTY Non-emergency Security Information	301-496-0063

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