

NIH Policy Manual

1216 - Demolishing NIH-Owned Facilities

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Transmittal Notice

1. Explanation of Material Transmitted:

This Manual Chapter provides the policy, general procedures, and organizational responsibilities for demolishing NIH-owned facilities in compliance with local, state and federal guidelines.

1. Filing Instructions:

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PLEASE NOTE: For information on:

- Content of this Chapter: Contact the Issuing Office listed above.
- NIH Policy Manual: Contact the Division of Management Support, OMA, at 301-496-4606, or go to <https://oma.od.nih.gov/DMS/Pages/Manual-Chapters.aspx>.

A. Purpose

This Manual Chapter establishes uniform policy for demolishing NIH-owned facilities when they no longer meet programmatic or biomedical research needs; the cost of maintaining and operating them outweigh the benefits of continued use; or they have exceeded their useful life expectancy.

B. Scope

This policy applies to all NIH Institute or Center (IC) or Office of the Director (OD) Offices and any NIH staff, including, but not limited to, employees, fellows, volunteers, contractors, guests and visitors.

C. Background

The Office of Research Facilities Development and Operations (ORFDO) provides, maintains and operates NIH facilities to enable research into the causes, diagnosis, prevention, and cure of human diseases.

Real property assets on each NIH campus are surveyed every three to four years to verify the integrity of the structural systems, and the safe, efficient and effective operations of the mechanical, electrical, plumbing, fire protection, security and other systems essential to satisfying current and future research goals and objectives.

Facilities are considered for demolition due to age, condition and/or high operating costs. NIH Campus Master Plans also drive the need to demolish facilities to make space for new buildings in response to current and emerging research requirements.

D. Policy

This Manual Chapter establishes the policy for the demolition of NIH-owned facilities. Proper planning for the demolition of a real property asset must include the following:

1. Obtaining programmatic and legislative authority to demolish a facility.
2. Development and approval of occupant relocation plans and schedules.
3. Conducting engineering surveys to verify the structural integrity of the facility and determine the most viable demolition method to be used.
4. Assessment of the utility distribution system to include location(s) and method(s) proposed to remove, secure or relocate them.
5. Assessment of the potential impact to surrounding buildings, and the public, to include mitigation strategies.
6. An environmental review addressing potential health hazards and mitigation strategies prior to, and after, demolition efforts.
7. A material recycling and salvage plan.
8. A hazardous material disposal plan.
9. A fire prevention and evacuation plan.
10. A building demolition plan.

The Buildings and Facilities (B&F) appropriation is the NIH funding mechanism used to demolish NIH-Owned facilities.

E. Responsibilities

1. NIH ICs are responsible for:
 - a. notifying the Division of Facilities Planning, ORFDO of the intent to vacate space in a facility;
 - b. following the NIH Space Turnover Policy
https://orfweb.od.nih.gov/Documents/160-03-01_Space_Turnover_508_Final-18.docx;
 - i. obtaining applicable [safety clearances](#) prior to vacating space;
 - ii. removing [accountable and non-accountable property](#);
 - iii. turning keys over to the [ORFDO Locksmith](#); and

- iv. receiving support for surveys required to clear previously occupied space through the Service and Supply Fund (SSF) mechanism.

2. The Office of the Director, ORFDO is responsible for:

- a. providing a Facility Project Approval Agreement (FPAA) to the Department of Health and Human Services (HHS) to obtain approval of the scope, schedule and cost of the building demolition;
- b. providing quarterly reports to HHS on the disposition of the building demolition; and
- c. providing HHS a letter of intent to demolish a building indicating that the action complies with the General Services Administration (GSA), Department of Housing and Urban Development (HUD), historic preservation and environmental requirements. Once demolition has been completed, a separate notification will be provided.

3. The Division of Facilities Planning (DFP), ORFDO is responsible for:

- a. coordinating and obtaining support from the NIH Facilities Working Group (FWG) and the Space Justification Board to demolish a NIH facility;
- b. notifying ORFDO Division of Facilities Operations and Maintenance (DFOM) of plans to demolish an existing facility;
- c. providing documentation of the approved space transaction;
- d. notifying the Division of Radiation Safety (DRS) and the Division of Occupational Health and Safety (DOHS), Office of Science Resources (SR), Office of Research Services (ORS), Office of Research Facilities Development and Operations (ORFDO) and Division of Environmental Protection (DEP) when laboratory space is relinquished;
- e. consulting with the NIH National Environmental Policy Act (NEPA) coordinator, Division of Environmental Protection (DEP), to determine environmental review requirements;
- f. consulting with the NIH Historic Preservation Officer regarding buildings in the historic district or other locations being considered for demolition; and
- g. consulting with the Department of Housing for Urban Development (HUD), General Services Administration (GSA) and HHS to obtain approval for demolition.

4. The Division of Facilities Operations and Maintenance (DFOM), ORFDO is responsible for:

- a. assuring the ICs relinquishing space follow the Space Turnover Policy;
- b. contacting (consistent with the Space Turnover Policy) the DRS, SR, ORS to verify whether radiation safety clearance (i.e., the space is currently in the DRS database) or radiological decommissioning is required. If there is any question of an environmental hazard risk, DFOM will contact DEP to determine if environmental hazard clearance is required; and

- c. working with ORFDO's Office of Acquisition (OA) to ensure all facility support services have been completed to contract satisfaction.

5. The Division of Environmental Protection (DEP), ORFDO is responsible for:

- a. the oversight of activities that affect the environment, in accordance with the NEPA of 1969, to include Environmental Assessments and/or Environmental Impact Statements, conducting Decommissioning;
 - i. Phase I Environmental Surveys, (e.g., historical reviews of activities in the space to document chemical contamination from potentially hazardous activities or material usage);
 - ii. Phase II Characterization Surveys, to document the levels of contamination by chemical contaminants;
 - iii. Phase III Remediation Processes, to remove and document the disposal of chemical contaminants within a defined location; and,
 - iv. Phase IV Final Reporting, historical documentation of all activities. DEP serves as the record retention body to ensure environmental compliance to permit clearance of a location for further activities.
- b. DEP also provides chemical waste pickups and chemical waste management services for the NIH.

6. The NIH Facilities Working Group (FWG) is responsible for endorsing a decision to demolish an NIH-owned facility as part of the Buildings and Facilities (B&F) Program review and approval process.

7. The NH Space Recommendation Board (SRB) is responsible for approving space relocation plans for ICs impacted by a decision to demolish an NIH-owned facility.

8. Office of Acquisitions (OA), ORFDO is responsible for award and management of contract(s) related to the demolition of buildings to include termination of applicable service contracts.

9. Contracting Officer's Representative (COR)/Facility Manager (FM), ORFDO is responsible for:

- a. Adhering to the NIH Space Turnover Policy, including verifying with DEP whether an environmental hazard clearance is required for space to be relinquished, and, if so, coordinating the associated compliance requirements.
- b. When the relinquishing IC is ready for space turnover, the COR/FM conducts a space turnover inspection with the IC.
- c. Inspection of the space with the IC representative will determine whether the IC has met all requirements and responsibilities for informal acceptance of the space. The COR/FM ensures all demolition activities follow NFPA 1 (Fire Code) and NFPA 241 (Standard for Safeguarding Construction, Alteration, and Demolition) guidelines.
- d. If applicable, the COR/FM also ensures DFM's review and approval is obtained per Section F and requests DFM inspections as outlined in Section G. The COR or FM prepares a Space Turnover Checklist documenting the walk-through and

formal acceptance.

- e. A copy of the completed Space Turnover Checklist and Signature Form is provided to the designated DFP representative.

10. The Division of Facilities Stewardship (DFS), ORFDO is responsible for updating property records, building inventory, operating costs, and overall campus building condition indices and reports quarterly to HHS on the disposition of NIH buildings.

11. The Division of Radiation Safety (DRS), Office of Scientific Resources (SR), Office of Research Services (ORS) is responsible for:

- a. Determining whether any laboratory space requires radiation safety clearance; performing a radiation safety clearance accordingly (if required), and placing a radiation safety clearance sticker on each entry door.
- b. Laboratory deactivations, moves, complete or partial (area-specific) renovations.
- c. Performing radiation safety clearances, which is completed by DRS Area Health Physicists.
- d. If the building or laboratory space is cleared for major renovations or demolition, a more advanced radiation safety clearance or radiological decommissioning is required, as mandated, by regulatory guidance and typically performed by a contractor.
 - i. If a radiological decommissioning process is deemed necessary, the relinquishment of space may be significantly delayed by nine or more months, depending on the U.S. Nuclear Regulatory Commission (NRC) review, and the NRC decision to approve or deny.
- e. The DRS relies on NRC guidance, NUREG-1575, and the radiological hazards contractor designs and conducts Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM)-style Final Status Surveys to demonstrate NIH's compliance with provisions specified in Part 20 of Title 10 of the US Code of Federal Regulations (10 CFR 20) (releasing buildings or spaces slated for decommissioning for unrestricted use).

12. The Division of Occupational Health and Safety (DOHS), SR, ORS conducts a laboratory safety clearance survey with the IC and, upon satisfactory completion of the survey, places a Safety Clearance sticker on each entry door. This survey is conducted for all laboratory spaces (after the space has been cleared by ORS DRS, if applicable).

13. The Division of the Fire Marshal (DFM), Security and Emergency Response (SER), ORS is the Authority Having Jurisdiction (AHJ) for NFPA 1 and NFPA 241 demolition requirements. Once demolition plans are issued, DFM must review and approve the plans prior to the start of the demolition.

F. Procedures

The procedures below list general guidelines for organizations involved in an IC vacating space, in part or in whole, in a building scheduled to be demolished.

The procedures below are not listed in the order to be performed; for chronological instructions for vacating space, or the NIH Space Acceptance Signature Form, see [NIH Policy Manual 1215 – Relinquishing Use of NIH-Owned or Leased Space](#), or the [ORFDO Space Turnover Checklist](#).

1. Vacating space in a building scheduled for demolition:

- a. Contact ORFDO, DFOM and the FM for the respective building.

Using the online [Space Request \(SR\) process](#), the IC notifies ORFDO DFP of its intent to vacate an NIH-Owned leased facility. After the SR is approved, the IC takes the following actions:

- b. Remove:

- i. all accountable and non-accountable NIH property, including, but not limited to, biological safety cabinets, chemicals, office furniture, point-of-use water systems, etc.; and
- ii. All trash, debris, or similar loose items, leaving floors broom-cleaned or vacuumed; empty drawers, cabinets, and shelves; and, remove all papers, posters, and other non-permanent wall hangings from partitions and doors. Consult with DEP, Waste and Resource Recovery Branch [[Waste Management Guide](#)] to determine appropriate service levels for recycling and solid waste management.

- c. Do not remove:

- i. Laboratory casework, including chemical fume hoods, is considered part of the laboratory facility and transfers with the space. Removal of such Laboratory casework must have prior approval from DFP. Further, if the Laboratory space is leased, additional restrictions may apply; check with DFP before removing Laboratory casework;
- ii. anything permanently affixed to walls, partitions, doors, etc.; or
- iii. lock cylinders.

- d. Obtain all required applicable signatures before ORFDO acceptance of space using the *NIH Space Acceptance Signature Form* (Attachment C in [ORFDO Space Turnover Procedure](#)). If required, obtain the following clearance stickers:

- i. Radiation Safety Clearance (see “2. Division of Radiation Safety (DRS), SR, ORS” below).
- ii. Occupational Hazard Clearance (see “3. Division of Occupational Health and Safety (DOHS), SR, ORS” below).

- e. As appropriate, return or transfer all keys to the [ORFDO Locksmith](#) in Building 13, Room 1405, using approved methods through the Locksmith Database, or to the COR or FM.

2. For spaces requiring radiological decommissioning, contact the Division of Radiation Safety (DRS), SR, ORS:

- a. DRS contractor shall:
 - i. Conduct a historical site assessment, based on MARSSIM guidance, to identify potential radiological contaminants in the building or space slated for decommissioning;
 - ii. Develop a survey plan describing the scanning, sampling, and analytical approach of the survey;
 - iii. Identify survey units and classifications for impacted areas;
 - iv. Determine the number of samples and/or measurement locations required for non-parametric statistical hypothesis testing;
 - v. Conduct the survey and analyze the results; then,
 - vi. Submit a stand-alone, technically defensible, report of the radiological status of the building or space.
- b. If the survey results demonstrate no residual contamination in excess of applicable limits, DRS shall submit, for review and approval, a report to the NRC for review, if required. If residual contamination limits are exceeded, actions are taken to decontaminate the area or, consistent with the NRC guidelines, remove the source of the contamination.
- c. Until NRC approval of above-referenced report is received, IC access to the space is prohibited and DRS shall:
 - i. Return all keys to the Locksmith.
 - ii. Notify the DFOM Facility Manager of the return of the space to DFOM.

3. Contact Division of Occupational Health and Safety (DOHS), SR, ORS to conduct a Laboratory Clearance Survey

- a. After space is cleared by DRS, if applicable, DOHS shall conduct a Laboratory Clearance Safety Survey with the IC, and, upon satisfactory completion of said Survey, DOHS shall place an Occupational Hazard Clearance sticker on each entry door.

4. Contact Division of Environmental Protection (DEP), ORFDO to conduct required environmental assessments

To ensure the safety of Laboratory spaces (and other spaces(s), if required, DEP will conduct the following environmental activities:

- a. Phase 1: Initial Facility Assessment (IFA) – Data collection period to determine, by record review and occupant interviews, what hazards were present during occupancy, and identify areas where a facility characterization assessment may be necessary;
- b. Phase 2: Facility Characterization Assessment (FCA) – Sampling and analysis period to confirm, and grade, the level of contamination from documented legacy hazards;
- c. Phase 3: Decontamination and Remediation – Period of removal and disposal of contaminated materials, with an emphasis on recycling of appropriate building waste;
- d. Phase 4: Final Status Reporting – Formal documentation of all activities for historical record, and Chemical Waste pickup, disposal, storage and management

5. Contact Division of Facilities Planning (DFP), ORFDO

- a. The DFP assists the IC and NIH SRB to identify, acquire or relinquish space, document the results, and inform DFOM of its actions; and
- b. Ensures all permanent space requests are evaluated, following the SR process.

6. Contact Division of Facility Operations and Maintenance (DFOM), ORFDO to officially vacate the space

The DFOM FM assists the IC and formally accepts the vacated NIH space by:

- a. Providing the occupants with written Instructions for Vacating NIH Space with the NIH Space Acceptance Signature Form (with the appropriate requirements for signatures checked). [The IC must obtain the required signatures prior to ORFDO acceptance of the space.];
- b. Before the space is formally accepted, conducting a kick-off meeting with the IC to ensure occupants understand their responsibilities for space conditions;
- c. Tracking the progress, and report any delays related the turnover of the vacant space to DFP;
- d. Ensuring that, after the space is vacated, existing fire protection systems operate properly and without impairment, and sprinklers and fire alarm notification appliances are free from damage and ceiling tiles are in place;
- e. Ensuring the removal of equipment or other property did not cause unsealed penetrations through fire rated floors, ceilings or wall assemblies. If such damage did occur, ensures corrective measures were made to properly repair the unsealed penetrations and said unsealed penetrations were sealed with an Underwriters Laboratories (U.L.) listed fire-stopping material; and
- f. Conducting a space turnover walk-through with an IC representative, completing the ORF Space Turnover Checklist, and reporting the acceptance of the space in NIH-owned facilities to DFP.
- g. For unassigned NIH-Owned space:

- i. ensuring the space is properly secured and monitored to prevent unauthorized access, use, and dumping;
 - ii. ensuring a NIH Locksmith changes the door key cylinders to a “NIH Director’s Reserve Cylinder,” limiting access to only the Facility Manager or Locksmith (and ORS, if applicable).
- h. By contacting the Office of Acquisitions, ORFDO initiates any related procurement actions.

7. Contact the Office of Acquisitions (OA), ORFDO for questions regarding demolition contract.

Office of Acquisitions provides any and all necessary contract support.

8. Contact the ORFDO Locksmith for required sticker/decals identifying the spaces as “vacated”

ORFDO Locksmith provides and affixes any sticker/decal on each entry door of the vacated NIH-Owned space and is responsible for notification that the space has been secured by NIH ORFDO and provides a Point of Contact for access. Stickers/decals are red, measuring 11” X 8-1/2”, with white lettering with the message: “THIS SPACE HAS BEEN SECURED BY ORFDO/DFOM. FOR ACCESS PLEASE CONTACT, ORFDO FACILITY MANAGEMENT, 301-435-8000.”

9. The Division of the Fire Marshal (DFM), SER, ORS shall inspect the building and site to determine whether the fire protection utilities (sprinkler, fire alarm, mass notification loop, etc.) have been shut down, capped and/or terminated to campus requirements.

G. References and Forms

Standards and references, as applicable, include the following:

1. [29 CFR Part 1910](#)
2. [29 CFR Part 1926](#)
3. [U.S. Code 42 § 281](#)
4. [41 CFR Part 102-75](#)
5. [NFPA 1: Fire Code](#)
6. [NFPA 241: Standard for Safeguarding Construction, Alteration, and Demolition Operations](#)
7. Appendix 1 –Contact Organizations and Telephone Numbers
8. Appendix 2 – Demolition cost payment structure
9. Appendix 3 – Billable Cost Assessment Process

10. [Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding](#)
11. [HHS Facilities Program Manual \(Volume II\) Section 5-1: Disposal and Disposition](#)
12. [HHS Facilities Program Manual \(Volume II\) Section 5-2: Decontamination](#)
13. [HHS Facilities Program Manual \(Volume II\) Section 5-3: Mothballing/Winterization of Vacant Buildings](#)
14. [HHS Facilities Program Manual \(Volume II\) Section 5-4: Adaptive Reuse of HHS Facilities](#)
15. [NIH Delegation of Authority \(DOA\), Property: Real # 05 Space Management](#)
16. [NIH Policy Manual 1210 – Utilization of Administrative Space](#)
17. [NIH Policy Manual 1215 – Relinquishing Use of NIH-Owned or Leased Space](#)
18. [NIH Policy Manual 1415- Key and Lock Services](#)
19. [NIH Policy Manual 1743- Keeping and Destroying Records](#)
20. [NIH Policy Manual 26101-25-2-9 – Movement of Personal Property](#)
21. [ORFDO Space Turnover Procedure](#), Division of Facilities Operation and Maintenance (DFOM)-160-03-01) (for owned facilities)
22. [Clearance Checklist for Authorized Users](#) (AUs), Division of Radiation Safety (DRS), Office of Scientific Resources (SR), Office of Research Services (ORS).
23. [General Services Administration \(GSA\) Acquisition Manual \(GSAM\)](#)
24. [Moving Your Lab Safely Guidance Document](#), DOHS, SR, ORS, NIH.
25. [Laboratory Clearance Guideline](#), DOHS, SR, ORS, NIH.
26. [Waste Management Services](#), Division of Environmental Protection (DEP), ORFDO, NIH.
27. [National Environmental Policy Act \(NEPA\) of 1969](#), as amended, Pub. L. 91-190 (42 U.S.C. 4321). This law prescribes the consideration that must be given to the impact on the human environment.
28. [NIH Waste Disposal Guide 2014](#), DEP, ORFDO, NIH.
29. Public Health Services Act (PHS) Section 401(a)
30. [U.S. Army Corps of Engineers EM 385-1-1](#)
31. [United States Nuclear Regulatory Commission Multi-Agency Radiation Survey and Site Investigation Manual \(MARSSIM\) \(NUREG-1575\)](#)
32. [10 CFR Part 20 – Standards for Protection against Radiation](#)

Appendix 1: Definitions

1. **Demolition** – The dismantling, razing, destroying or wrecking of any building or structure or any part thereof.
2. **Environmental Contaminants** – Chemicals (liquid, solid or waste), biological or radiological particles introduced into the physical environment or abandoned in the physical environment.
3. **Environmental Decommissioning** – The process of the identifying, selective removal and disposal of chemical, biological, and/or radiological contaminants hazardous to life forms, including, but not limited to, humans, animals, or plants.
4. **Environmental Remediation** – The physical removal of hazardous or non-hazardous chemical, biological, and radiological contaminants.

5. **Environmental Survey** – The investigative process to identify and quantify hazardous or non-hazardous contaminants within a defined location.
6. **Facilities Information Management System (FIMS)** – A Computer Aided Facility Management System (CAFMS) supporting space management for NIH. The system includes floor plan drawings and reports of NIH facilities, via the internet.
7. **Facilities Working Group (FWG)** – Advises the NIH Steering Committee, ICs and the NIH Director on matters pertaining to the planning, acquisition, development, and use of land and facilities, etc., for the pursuit of the NIH mission.
8. **NIH Steering Committee** – A group of NIH officials who provide efficient, transparent, and shared governance at NIH. The Steering Committee’s purview includes corporate governance issues, and in this regard, it will: 1) maintain stewardship over corporate resources, 2) provide policy oversight to assure achievement of NIH’s mission; and 3) assure mechanisms are in place to permit NIH to operate within established standards.
9. **Space Recommendation Board (SRB)** – The SRB is a standing Subcommittee of the NIH Facilities Working Group (FWG), to advise the NIH Steering Committee and the NIH Director (who have the delegated authority to assign space) on strategic facility planning and priorities. The SRB meet monthly.

Appendix 2: Contact Organizations and Telephone Numbers

| Organization | Telephone Number |
|---|--|
| Division of Environmental Protection (DEP): | |
| Environmental Compliance Branch <ul style="list-style-type: none"> Decommissioning NEPA | 301-496-7775 |
| Waste and Resource Recovery Branch <ul style="list-style-type: none"> Assistance Chemical Waste Pickup General Waste and Recycling | 301-496-7990 301-496-4710 301-402-6349 |
| Division of Design and Construction Management (DDCM): <ul style="list-style-type: none"> Project Officers | 301-451-0248 |
| Division of Facilities Operations and Maintenance (DFOM): | |
| <ul style="list-style-type: none"> ORFDO Facility Managers | Facility Management Webpage |
| <ul style="list-style-type: none"> Housekeeping | 301-435-8000 |
| Division of Facilities Planning (DFP): | 301-496-5037 |
| Division of Occupational Health and Safety (DOHS): Safety Operations Support Branch - Clearance Scheduling | 301-496-3457 |
| Bio-Risk Management Branch BSL-3 and – 4 Laboratories | 301-496-2960 |
| Division of Radiation Safety (DRS): | |

| Organization | Telephone Number |
|------------------------------------|------------------|
| Radiation Safety Operations Branch | 301-496-5774 |

Appendix 3: Billable Cost Assessment Process

1. Billable Cost assessments for a given fiscal year are determined by using the ORFDO Space Database (NIH Facilities Information Management System (FIMS)) to take a snapshot of space assigned to, or occupied by, an Institute or Center (IC) as of June 30th of the previous fiscal year.
2. Space snapshots capture the quantity and type of space occupied by each IC.
3. Cost for different types of space vary; as an example, laboratory space costs more per square foot to rent than office space.
4. The Billable Square Feet (BSF) identified for each IC is multiplied by a weighted (W) factor to reflect the type of space occupied.
5. The product of the BSF identified for an IC, and the weighted (W) factor, yields a Weighted Billable Square Feet (WBSF).
6. An IC's rent assessment is a factor of the (WBSF) assigned to, or occupied by the IC, at the time of the annual space snapshot in June.
7. If an IC relinquishes space to the Director's Reserve (as approved by the Space Recommendation Board) during the current fiscal year, the IC's rent assessment change will not become effective until the start of the next fiscal year.
8. If an IC acquires space assigned to the Director's Reserve during the current fiscal year, the acquiring IC may reimburse the relinquishing IC on a per diem basis or as mutually agreed.