



Ames Policy Directive

APD 8835.1

Effective Date: November 16, 2021

Expiration Date: November 16, 2026

COMPLIANCE IS MANDATORY

Subject: Landscape Planting and Grooming

Responsible Office: Code JCM / Plant Engineering Branch

CHANGE LOG

| Status [Baseline /Revision /Cancelled] | Document Revision | Date of Change | Description |
|---|----------------------|-------------------|---|
| Baseline | 0 | 5/9/2008 | Initial |
| Revision | 1 | 12/12/2016 | Updated organization and references. |
| Revision | 2 | 11/16/2021 | Administrative corrections and minor edits for clarity. |
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1. POLICY

- a. This directive establishes policy for Ames Research Center grounds and landscaping.
- b. This directive establishes an Ames-specific policy for landscape planting and grooming. Uncontrolled planting creates problems in the upkeep of Center grounds and introduces environmental and safety risks, including but not limited to pests, viruses, mold, fungus, and incompatible species. There are only two authorized processes for landscape planting or maintenance:
 - (1) Code JCE, Facilities Engineering Branch, handles the Construction of Facilities (CoF) program and develops *new* landscaping within the scope of approved projects.
 - (2) Code JCM, Plant Engineering Branch, maintains existing authorized landscaping and grounds-keeping.
- c. It is Ames Research Center policy that unauthorized plants are subject to removal and disposal. The cost for removing unauthorized plants or restoring altered plant beds will be charged to the Organization responsible for the alterations.

2. APPLICABILITY

- a. This APD is applicable to ARC and associated facilities (e.g., NASA Research Park) .
- b. This APD applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

Greening the Government Through Leadership in Environmental Management, E.O. 13148, April 21, 2000.

4. APPLICABLE DOCUMENTS AND FORMS

- a. None.

5. RESPONSIBILITY

- a. **Organizational Directors** are responsible for ensuring that Division and Branch Chiefs enforce this APD.
- b. **Division and Branch Chiefs** are responsible for communicating the requirements of this APD.
- c. **Division and Branch Chiefs** are responsible for removing unauthorized plants or trees and restoring altered plant beds, shrubs, bushes or trees.
- d. **Division and Branch Chiefs** are responsible for notifying Code JCM in event of discovering unauthorized plants growing.

- e. **Personnel** are responsible for not bringing or using pesticides or herbicides on Center.
- f. **The Plant Engineering Branch (Code JCM)** is responsible for:
 - (1) Activities maintaining existing authorized landscaping and grounds-keeping, such as planting, replacing, maintaining, and grooming Center flora.
 - (2) Pest control (examples of pests are ants, spiders, roaches, and rodents).
 - (3) Complying with Executive Order 13148, which requires the use of regionally native plants for landscaping.

6. DELEGATION OF AUTHORITY

- a. None.

7. MEASUREMENT/VERIFICATION

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

8. CANCELLATION

- a. APD 8835.1, Landscape Planting and Grooming, dated December 12, 2016.
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Eugene Tu
Director

DISTRIBUTION:

Internal and external distribution.