

**U.S. Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service**

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TITLE:	APHIS Policy for Planning, Designing, and Constructing Modernized Laboratory Facilities
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1. PURPOSE

This Directive establishes the Animal and Plant Health Inspection Service's (APHIS) policy for planning, designing, and constructing modernized laboratory facilities (current or planned) within APHIS. The policy sets forth the roles and responsibilities for APHIS personnel administering this Directive and managing construction projects, and it ensures coordination across multiple Agency programs. Modernized laboratory facilities are flexible and efficient spaces of multifunctional design and typically include instrumentation and/or computers used for scientific work.

2. SPECIAL INSTRUCTIONS AND REPLACEMENT HIGHLIGHTS

- a. Not Applicable.

3. BACKGROUND

APHIS owns, leases, and operates several types of laboratories, both inside and outside the Continental United States. APHIS has federal rules that apply to the design and construction of USDA laboratories, such as Agricultural Research Service (ARS) 242.1. This ARS standard was developed for laboratories and established requirements beyond what is needed for many APHIS facilities that have lab and lab-like spaces. Some APHIS facilities designed per ARS 242.1 standards are over-designed for the operations and processes currently being conducted within APHIS laboratories. This Directive establishes the requirement for the creation of a project team comprising of different applicable expertise to assess the appropriateness of the ARS 242.1 standard vs. the APHIS Facility Design Criteria to ensure Agency facilities meet all necessary requirements without being overbuilt.

4. AUTHORITIES AND REFERENCES

This Directive must be applied in conjunction with:

- a. [7 United States Code \(U.S.C.\) Chapter X, Title 2250, USDA Construction Authorization.](#)
- b. [Public Law 100-678, Public Buildings Act, Compliance with Building Codes and State and Local Zoning Laws.](#)
- c. [40 Code of Federal Regulations \(CFR\) Chapter 1, Part 6, National Environmental Policy Act.](#)

- d. [41 CFR Chapter 102 Parts 1 through 115, Construction and Alterations of Federal Buildings.](#)
- e. [48 CFR Chapter X Part 436, Federal Acquisitions Regulations \(FAR\), Construction and Architect-Engineer Contracts.](#)
- f. National building codes: [International Building Code \(IBC\)](#) or the [NFPA \(National Fire Protection Association\) 101 Life Safety Code.](#)
- g. Other national codes as referenced in the [APHIS Facility Design Criteria](#), such as plumbing, electrical, and mechanical codes.
- h. [ARS Facilities Design Standards Manual, # ARS-242.1, 2024.](#)
- i. Facilities Division (FD) Policy Guidance Memorandum PGM-06-001 and the APHIS Telecommunications Distribution Design Guide, as well as national telecommunications codes (such as the [American National Standards Institute](#) and the [Electronic Industry Alliance](#)). For link to FD PGM-06-001 and APHIS Telecommunications Distribution Design Guide, refer to Engineering Services Branch.
- j. [APHIS, Biorisk Management Manual, 2023.](#)
- k. [ASHRAE Energy Standard for Sites and Buildings Except Low-Rise Residential Buildings, Standard 90.1, 2022.](#)

5. DEFINITIONS

- a. [Animal Facilities.](#) Space used to house animals. (e.g., animal holding room or animal quarantine room).
- b. [Insect Facilities.](#) Space used to house insects. (e.g., insect holding room or insect quarantine room).
- c. [Laboratory.](#) Dedicated space for testing analysis or experimentation under controlled conditions (e.g., diagnostic labs, biologics, pathology/necropsy, chemistry labs, fume hood alcoves).
- d. [Laboratory Support Space.](#) Space that supports the laboratory but is not classified as a laboratory (e.g., chemical storage rooms, hazardous waste storage, glass washing facility, incinerator, cold storage, sterilization rooms, change rooms).

- e. Production Spaces. Space used to produce a product for government use or sale (e.g., M-44 cyanide capsule production, gas cartridge production, fatty acid room, Food and Drug Administration (FDA) drug room, mixing room, strychnine-laced bait mixing and production).
- f. Scientific Workspace. Space used for scientific work and is not classified as a laboratory (e.g., plant or insect ID workspaces, plant or insect inspection stations, technical libraries including insect and/or plant collections, blood processing, animal housing support such as food preparation, cage washing, or bedding prep spaces).
- g. Field Locations. Space where identification, evaluation, and methods development work, etc., takes place.

6. ACRONYMS/ABBREVIATIONS

Project Team Common Acronyms:

- a. AE – Architect Engineer
- b. BSO – Biosafety Officer
- c. CC – Construction Contractor
- d. CO – Contracting Officer
- e. COR – Contracting Officer’s Representative
- f. EPM – Engineering Project Manager
- g. LCO – Lease Contracting Officer
- h. PM – Program Manager
- i. POR – Program of Requirement
- j. PPM – Program Project Manager
- k. PR – Peer Reviewer
- l. RPPB – Real and Personal Property Branch

m. TT – Telecommunications Team

Miscellaneous:

- a. ABSL- Animal Biosafety Level Laboratory
- b. ABSL()-Ag - Animal Biosafety Level ()- Agriculture Laboratory
- c. APHIS – Animal and Plant Health Inspection Service
- d. ARS – Agricultural Research Service
- e. BSL - Biosafety Level Laboratory
- f. Cx – Commissioning Agent
- g. DBS – Division of Biodefense and Security
- h. EMSSD – Emergency Management, Safety, & Security Division
- i. ERCS – Emergency and Regulatory Compliance Service
- j. GRS – General Records Schedule
- k. GSA – General Services Administration
- l. IMB – Information Management Branch
- m. MRP – Marketing and Regulatory Programs
- n. NFPA – National Fire Protection Association
- o. OSHA – Occupational Safety and Health Administration
- p. SOW – Statement of Work
- q. TAB – Testing and Balancing

7. SCOPE

This Directive applies to all APHIS programs planning, designing, and constructing modernized laboratory facilities in any owned or leased facilities as well as those facilities occupied by APHIS employees under an agreement. The Directive ensures the

creation of a Project Team to effectively manage construction as well as for the renewal of leases for spaces that include modernized laboratory facilities. This Directive will consider the facility activities and confirm the adequacy of the APHIS Facility Design Criteria as a construction guide versus the ARS 242.1 Facilities Design Standards, which apply to agriculture research laboratories, animal facilities, insectaries, and greenhouses. The APHIS Facility Design Criteria and this Directive should be used for all APHIS diagnostic facilities and other field locations. This excludes APHIS research locations at the National Veterinary Services Laboratories and Center for Veterinary Biologics in Ames, Iowa; National Center for Applied Plant Protection in Beltsville, Maryland; National Wildlife Research Center in Fort Collins, Colorado; National Bio and Agro-Defense Facility in Manhattan, Kansas; and BSL-3, ABSL-3, ABSL-3Ag, BSL-4, ABSL-4, and ABSL4-Ag containment facilities.

8. POLICY

Programs planning new construction projects for modernized laboratory spaces must adhere to this Directive to ensure appropriate planning and coordination prior to the development of Agency Specific Requirements (ASR) to establish program needs for new or existing APHIS-owned or leased facilities with laboratory spaces. Programs renewing leases with the intent of renovating and modernizing laboratory spaces within existing facilities must also follow the steps in this Directive before signing lease renewal documents to ensure appropriate ASRs are in place.

It is APHIS policy to:

- a. Establish a project team that will conduct a risk-assessment to determine the applicability of ARS 242.1 or the APHIS Facility Design Criteria to provide guidance to plan, design, and construct modernized laboratory facilities. The project team is for a specific project which will continue to meet until the project is complete and commissioned, if applicable.
- b. Establish a project team to include a group of APHIS professionals of varied expertise contributing their skills, talent, and knowledge of planning, design, and development of ASRs for a new facility or space within an existing facility in support of the Agency's mission. Some support program representatives may serve on multiple project teams simultaneously.
- c. Grant responsibility to the Marketing and Regulatory Programs Business Services' (MRPBS) to be the lead unit responsible for establishing and directing the project team once the project requirements are determined including confirmation of funding availability.

- d. The project team will consist of representatives from:
 - (1) Marketing and Regulatory Programs Business Services
 - (a) Acquisition and Asset Management Division
 - 1. Engineering Services Branch (lead if owned or select existing leases/agreements)
 - 2. Real and Personal Property Branch (lead if initiating or renewing the lease)
 - (b) Information Technology Division
 - (2) Emergency and Regulatory Compliance Services'
 - (a) Division of Biodefense and Security
 - (b) Emergency Management, Safety and Security Division
 - 1. Safety and Health Branch
 - 2. Security Branch
 - (3) The lead APHIS program unit responsible for the space.
- e. The goal of each Project Team member is to build the facility within the specified budget and schedule. In this team relationship, individual members will:
 - (1) Perform tasks and responsibilities as needed by the group.
 - (2) Jointly share responsibility for ensuring team results.
 - (3) Develop clear strategies, consistent communication, and approaches for achieving the team goal.
 - (4) Support each other to accomplish their common objectives.

This approach must be followed by all team members on a consistent and effective basis through all phases of an APHIS facilities construction project, which includes the leased, owned, and/or agreement laboratory, laboratory support space, scientific workspace, insect facilities, animal facilities, production spaces, and field locations as defined in the definitions section.

- f. The Project Team will be responsible for overseeing three specific areas of project management:
 - (1) Program Requirements. This ensures that all program requirements for the facility are clearly articulated and included in the project.
 - (2) Contract Management. This ensures that contract terms and conditions are contractually enforceable, and the contractor satisfies the quality, timeliness, and other provisions of the contract.
 - (3) Engineering Project Management. This ensures that all technical, program, and management concerns are addressed, and the appropriate subject matter experts are incorporated into the project.
- g. Under each phase of this process, the Project Team should discuss each member's specific responsibilities. The Project Team is essential for the successful planning and completion of facility construction projects. Each member of the Project Team is accountable for the successful and timely execution of the project.

9. EXCEPTIONS

- a. Not Applicable.

10. ROLES AND RESPONSIBILITIES

The implementation of the policy and procedures as established by this Directive requires the responsibilities of the following individuals and/or groups:

- a. Architect Engineer (AE), a private contractor will:
 - (1) Provide professional architectural-engineering services with extensive experience in laboratory facility design. The design is performed under the supervision of a registered or licensed professional architect or engineer as required in the States, Territories, Embassies, and/or US military installations of the project location.
 - (2) Provide investigative studies.
 - (3) Contribute to the quality assurance of the construction project.
 - (4) Support project management.

- (5) Review submittals during construction.
- (6) Provide consultative services.
- (7) Contact the Engineering Project Manager (EPM) for guidance on day-to-day business, working within the terms of the contract. Adjustments to the contract will remain under the authority of the Contract Officer (CO).
- (8) Finalize the Program of Requirement (POR) and prepare the Environmental Assessment (EA) and other investigative reports as required during the planning phase.
- (9) Develop conceptual drawings and provide preliminary cost estimates during the design phase:
 - (a) After approval of the conceptual plans, the AE will incorporate the adjustments approved through the design review process and prepare the final design and working drawings.
 - (b) Throughout the design phase until the completion and approval of the final design, the AE will submit plan submittals, specifications, and cost estimates for programs, technical, and budget review.
 - (c) The AE should conduct frequent formal presentations during design development and will provide complete documentation of these meetings.
 - (d) The AE will keep the EPM, and the CO advised of the status and progress of the project during design.
- (10) Engage in post-design and construction phase activities of the project if required. The AE may:
 - (a) Participate in the pre-bid, pre-construction, and other meetings.
 - (b) Review and approve shop drawings and material submittals.
 - (c) Review and comment on construction contract modifications and other related activities as directed by the government. The government may confirm construction compliance with design intent through a separate inspection contract (with an independent AE firm) or may contract for these services through the design AE firm.
 - (d) Perform other consultant services as necessary, such as Commissioning Agent (CxA), Testing and Balancing, Special Inspections Services, etc.

- b. Construction Contractor (CC) is an independent firm hired under a government contract to provide professional construction services as defined by the Federal Acquisitions Regulations (FAR), Part 36, and other applicable FAR clauses incorporated under the terms and conditions of any specific contractual document (e.g., contract, purchase order, etc.). The specific work to be performed by the CC will be described in writing in the specific contract document. The CC's team may consist of the Prime Contractor (who has a direct contractual relationship with the government), subcontractors (hired by the Prime Contractor), and suppliers. The CC will:
- (1) Be responsible for the CC Project Team activities, including:
 - (a) Coordination of work.
 - (b) Performance.
 - (c) Material delivery and storage.
 - (d) Acquisition of permits.
 - (e) Acquisition of licenses.
 - (f) Protection of property and all other elements of construction.
 - (2) Maintain a competent superintendent at the work site during contract performance.
 - (3) Contact the CO directly on all matters that may change the contract provisions, contract scope, performance time, or cost.
 - (4) Prepare and maintain a suitable Quality Control Plan.
 - (5) Develop a progress schedule for approval by the CO and adhere to this schedule throughout the contract.
 - (6) Ensure the maintenance of occupational safety in accordance with Occupational Safety and Health Administration (OSHA) regulations.
 - (7) Coordinate proposed change orders with the CO and Contracting Officer's Representative (COR).
 - (8) Maintain red-lined as built documents on site to reflect changes as they occur to the work or construction of a particular structure, thereby documenting the construction as actually completed under contract.
 - (9) Submit shop drawings as required by the contract documents.
 - (10) Attend all scheduled progress meetings and report the progress of the project as required.

- (11) During the close out and warranty phase of the contract, in accordance with the contract:
 - (a) Prepare operation and maintenance manuals.
 - (b) Ensure systems are fully functioning.
 - (c) Provide system demonstration to the Program Project Manager (PPM), COR, and other individuals as designated by the CO.
 - (12) Respond promptly to requests for warranty service and coordinate corrective actions as necessary to address government concerns.
- c. CO is an APHIS Contract Specialist and the only government representative in connection with the contractor that is authorized to enter into, administer, modify, and terminate contracts on behalf of the government. The CO will:
- (1) Delegate certain contracted authority not affecting the contract scope, performance time, or cost.
 - (2) Be assigned to the project early in its conception and will continue with this role through the planning, design, construction, and close out of the project.
 - (3) Assist other members of the Project Team in meeting project goals and objectives.
 - (4) Ensure that all planned or existing contractual activities or instruments comply with all applicable laws and regulations, and that all government activities are conducted in a fair, impartial, and equitable environment.
 - (5) Ensure that sufficient funds are identified by the fund holder for obligation.
 - (6) Assist/participate with the Project Team in developing the Action Plan and Fact Sheet.
 - (7) Officially designate the AE Evaluation Board and provide regulatory and procedural guidance to ensure appropriate selection activities and reports.
 - (8) Make final selection approval recommendations.
 - (9) Guide the Project Team through the contractual and business management aspects of the project.
 - (10) Enforce contract performance and budgetary events with assistance from the COR.

- (11) Conduct and participate in project meetings.
 - (12) Conduct negotiations and other actions necessary to assure adequate progression and protection of the government's interest.
 - (13) Request and consider the advice of specialists in audit, law, engineering, and other fields as appropriate, as well as the advice of the Project Team members. This advice will cover technical, legal, budgetary, reporting, and reprogramming activities.
 - (14) Inform Project Team members of all communications concerning the project.
- d. COR is usually the primary point of contact for the CC for day-to day business that falls within the terms of the contract. The COR is designated and authorized by the CO to monitor performance of AE contractors and /or CCs. The COR may approve minor changes that do not affect contract scope, requirements, price, or time. COR duties are outlined in a letter from the CO and may include:
- (1) Evaluation of change order requests.
 - (2) Recommendations for payment.
 - (3) Final inspection.
 - (4) The completion of mandatory training requirements in DR 5001-1.
 - (5) Participation in project meetings in conjunction with CO, AE, and CC.
 - (6) Assurance that contract performance complies with all contractual provisions including, but not limited to, scope, quality, budget, and schedule (monitoring duties).
 - (7) Assurance of adequate contract performance and contract management (monitoring duties).

The COR is **not** authorized to obligate funds, issue time extensions, suspensions, work orders, terminations, or any other action changing the terms of the contract.

- e. EPM is the project team leader. An EPM is an APHIS architect or engineer whose primary responsibility, as with other Project Team members, is to ensure that agency needs are met within the approved scope, budget, and schedule. The EPM's role will continue throughout the planning, design, and construction phases of the project. The EPM will:

- (1) Provide technical oversight and direction and be assigned to the project early in its conception, during the time of establishing the project scope and budget.
- (2) Serve as the lead point of contact and disseminate information to the appropriate Project Team members for their action or involvement.
- (3) Keep all Project Team members advised of the actions, plans, and progress of the project. All Project Team members will keep the EPM advised of their needs and concerns.
- (4) Be the lead point of contact between the Project Team and contractors for day-to-day business, working within the terms of the contracts.
- (5) During the planning phase, will work with the PPM to develop the preliminary POR for the project. After consulting with other Project Team members, the EPM will:
 - (a) Prepare a design Statement of Work (SOW) for the project, and a cost estimate for all professional services.
 - (b) Chair the AE Evaluation Board to evaluate and recommend the AE selection for a particular project.
- (6) During the predesign and design phases, will:
 - (a) Act as the principal liaison with the AE firm.
 - (b) Coordinate AE visits with the members of the Project Team.
 - (c) Conduct design progress meetings and design reviews.
 - (d) Review all AE submittals and make recommendations to the CO for approval of payment.
 - (e) During the development of the POR, ensure that the project complies with the approved Action Plan and Fact Sheet. Should PORs change during the design phase, the EPM will ensure, after consultation with the Project Team, that the Action Plan and Fact Sheet are revised and resubmitted for approval by the Program Manager (PM).
 - (f) Ensure that all Project Team members incorporate all project requirements of the POR and that documents are compliant with applicable codes and safety standards.
 - (g) Provide evaluations of AE performance at the end of the design.

- (7) During the construction phase, may act as the COR. If it is necessary to have a COR onsite during construction, the COR may be a facility manager, or another federal employee with a current Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR). The EPM will still be responsible for general project management and will work closely with the Project Team to provide information as needed to support the roles of the other team members.
- f. Lease Contracting Officer (LCO) has the authority to enter into, amend, and administer leases on behalf of the government. The LCO will:
- (1) Be assigned to the project early in its conception and continue in this role through the planning, lease award, design, construction, and main point of contact for the duration of the lease term.
 - (2) Identify COR and delegate certain responsibilities to the COR that do not affect the lease contract scope, performance, time, or cost.
 - (3) Coordinate with the program and the Engineering Services Branch to determine if an AE firm needs to be contracted for highly technical space requirements.
 - (4) Ensure that all planned or existing contractual activities or instruments comply with all applicable laws and regulations, and that all government activities are conducted in a fair, impartial, and equitable environment.
 - (5) Ensure the program identifies sufficient funds for project/lease obligation.
 - (6) Coordinate with Engineering Services Branch to ensure the build-out cost estimates provided by the offerors are fair and reasonable and meet ASR requirements.
 - (7) Conduct lease negotiations to assure lease contract is in best interest of the government and meets program space needs and ASRs.
 - (8) Make lease award selection ensuring compliance with all applicable laws and regulations, and that all government activities are conducted in a fair, impartial, and equitable environment.
 - (9) Coordinate with the program and Engineering Services Branch to review lessor provided AE documents to ensure space/design complies with program ASR.
 - (10) Guide the Project Team through the lease contractual and business management aspects of the project.
 - (11) Enforce lease contract performance and budgetary events with assistance from the COR. Realty and the program unit will coordinate financial reporting to FMD.

- (12) Conduct negotiations and other actions necessary to assure adequate progression of construction/build-out such as change orders, punch list items, and ensure compliance with the terms and conditions of the lease contract.
- (13) Coordinate, conduct and participate in all project meetings based on the terms of the lease contract.
- (14) Request and consider the advice of specialists in audit, law, engineering, and other fields as appropriate, as well as the advice of the Project Team members. This advice will cover technical, legal, budgetary, reporting, and reprogramming activities.
- (15) Inform Project Team members of all communications concerning the project.

g. Emergency and Regulatory Compliance Services' (ERCS) Emergency Management, Safety, & Security Division (EMSSD), Security Branch (SB) serves as the security focal point for all MRP offices. The EMSSD-SB will:

- (1) Ensure that the project complies with agency criteria regarding physical security.
- (2) Develop internal agency policies and procedures to ensure the agency's compliance with the minimum-security standards developed by the U.S. Department of Justice.
- (3) Assist in the implementation of minimum-security standards in all MRP offices/work areas (leased, owned, or temporary work sites).
- (4) Provide educational materials as it relates to security and building emergencies.
- (5) Provide technical assistance in the implementation and installation of security systems in MRP occupied spaces (leased or owned).
- (6) Research, plan, develop, and implement security strategies and budgets from a program and/or agency level.

h. ERCS EMSSD Safety and Health Branch (SHB) serves as the program lead on Industrial Hygiene, Environmental Protection, and Safety for all APHIS offices. ERCS' Division of Biodefense and Security (DBS) serves as the program lead on Biorisk Management. ERCS will:

- (1) Ensure that the project complies with agency criteria regarding Industrial Hygiene, Environmental Protection, Biorisk Management, and Safety and Health, as well as applicable USDA regulations, OSHA, Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), American Society of Heating, Refrigerating and Air-Conditioning

Engineers (ASHRAE), and other applicable professional guidance documents, and state and local regulations.

- (2) Assist in the development and implementation of programs involving Industrial Hygiene, Environmental Protection, Biorisk Management, and Safety and Health at all APHIS facilities.
- (3) Provide educational materials as it relates to Industrial Hygiene, Environmental Protection, Biorisk Management, and Safety and Health.
- (4) Provide technical assistance in the implementation of programs related to Industrial Hygiene, Environmental Protection, Biorisk Management, and Safety and Health in APHIS occupied spaces (leased or owned).
- (5) Review design plans for OSHA, NFPA, National Environmental Policy Act (NEPA), and other requirements to address potential safety and environmental impacts that may result from the facility construction.

i. Peer Reviewer (PR) is an independent contractor who reviews the design submittals prepared by the design AE. The PR is required to perform these professional services under the supervision of a registered or licensed architect or engineer. The PR will:

- (1) Provide assurance to the government that the AE's design complies with the project requirements.
- (2) Review the major design submittals including cost estimates, geo-technical studies, applicable codes and industry standards, and general accepted practices of design, and refer to the project requirements cited in the design AE contract (i.e., final POR).
- (3) Ensure that all project requirements are being satisfied.
 - (a) May be tasked to perform value engineering studies for major construction projects, when required.
 - (b) Value engineering is the systematic application of recognized techniques by a multi-disciplined team to eliminate, without impairing essential functions or characteristics, anything that increases acquisition, operation, or support costs.
- (4) Be tasked to perform the services of a COR for major construction contracts, when warranted.

j. Program Manager (PM) establishes the program requirements and selects the PPM. The PM will:

- (1) Retain final authority for decisions on program issues associated with the project, but this authority can be delegated to the PPM.
 - (2) Rely upon Project Team members for technical engineering and contracting support during the planning, design, and construction processes.
 - (3) Approve the Functional Statement developed by the PPM. Any deviations from the Functional Statement must have the approval of the PM and be communicated to the Project Team for appropriate action to ensure that such deviations are reflected in the final contract documents.
 - (4) Have final approval authority of the POR, ensuring that it is consistent with the Functional Statement.
 - (5) Together with the PPM, ensure that the POR associated with the facility satisfies program criteria.
 - (6) Along with the PPM, approve the final POR and the final design, ensuring that they are consistent with the approved Functional Statement and SOW.
 - (7) Be directly involved in the orientation meeting; provide guidance during development of the POR, concept, and design review; and provide guidance on program changes such as project scope, budget, and schedule.
- k. PPM represents the PM. The PPM will:
- (1) Be selected by the PM and will usually be the Location Coordinator, Research Leader, or Laboratory Director.
 - (2) Prepare the Functional Statement for PM approval.
 - (3) Prepare and coordinate the project's program requirements with the EPM to formulate the preliminary PORs.
 - (4) Serve as the primary source of program criteria information, including any special location criteria.
 - (5) Work closely with APHIS' Engineering Team during the preparation of the Action Plan and Fact Sheet.
 - (6) Recommend POR approval to the PM.
 - (7) During the design phase, be a member of the AE Evaluation Board for selection of the AE and:

- (a) Ensure, along with the EPM and PR, that the final design prepared by the AE complies with the POR and confirm this with the CO for final acceptance of the contract.
 - (b) Coordinate the review of design requirements among the other researchers and any cooperators involved and provides consolidated review comments on the proposed design to the EPM.
 - (c) Review and approve, with other Project Team members, all design submissions with primary emphasis on function, program, and special local issues/interests.
 - (d) Provide written end-user agreement with the final design documents, as the major objective of the project is fulfilling end-user needs.
- (8) During the construction phase:
- (a) Participate in regular construction progress meetings.
 - (b) Clarify established program criteria information.
 - (c) Advise on concurrence of construction changes that relate to research program requirements and will be informed of all other changes.
 - (d) Serve as a resource to the Project Team and maintain a liaison with the COR during the construction process. All written correspondence with the COR and contractors must be coordinated with the EPM and the CO.
 - (e) Notify the COR, EPM, or the CO if unusual or important circumstances pertinent to the construction project occur.
 - (f) Have no responsibility for construction inspection or supervision and will not be expected to evaluate contractor performance.
 - (g) Provide observation comments to the appropriate team members to maintain a quality, timely project. As part of the final inspection, closeout, and acceptance procedures of the contract, the PPM, EPM, and COR will:
 1. Verify that the CC has provided key personnel with demonstrations and training on the operation of new equipment.
 2. Participate in the final inspection; and

3. Recommend acceptance/rejection of the project.
- (9) With the facility engineer/manager:
 - (a) Establish a comprehensive facility maintenance program to maintain facility systems and equipment.
 - (b) Ensure that the required contracts are issued to install communication systems, moveable equipment, and other similar systems.
 - (c) Coordinate occupancy of the facility and, if applicable, any ceremonial activities.
 - (10) Receive assistance from the Project Team to resolve contractual and/or construction problems that may arise during the warranty period following completion of the project.
 - (11) Inform the Project Team members of all communications concerning the project.
- l. The Information Technology Division, Telecommunication Team will ensure that the project complies with the agency's criteria regarding telecommunications.
 - m. The AAMD Real and Personal Property Branch (RPPB) will provide Realty Services guidance for APHIS' Real Property Portfolio. RPPB will assist programs with planning acquisitions, use, management, and disposal of real property. The Branch will also manage real property databases and provide reports for program use and analysis. RPPB will be the principle MRP contact for all operational issues concerning real property leasing actions, acquiring property through Agency and General Services Administration (GSA) leases, purchasing real property, leasehold actions, use agreements and assisting with household moves and office moves.

11. PROCEDURES

- a. Not Applicable.

12. FORMS

- a. There are no forms associated with this directive.

13. RECORDS MANAGEMENT

Federal records created by this Directive must be maintained in accordance with the established [General Records Schedule \(GRS\)](#) and/or the [APHIS Records Management Handbook](#) when applicable. If employees are named in an active litigation hold, Freedom of Information Act (FOIA) request, and/or other action, then those records, regardless of media, must be preserved and maintained in their native format until otherwise notified by your Agency Records Officer and/or the Office of General Counsel.

- a. MRP Information Technology, Information Management Branch (MRPIT, IMB) is the official recordkeeper of this Directive which is currently unscheduled.
- b. Engineering Services Branch is the official recordkeeper of facility design, engineering, and construction records. The records are managed in accordance with the GRS 5.4, items 50 and 51. Draft, preliminary, intermediate, working, and contract negotiation drawings will be destroyed when superseded, or when project terminates, as appropriate. Final and as-built drawings, plans, and designs; and all other records will be destroyed when superseded, or transferred to new owner, or destroyed when structure is removed from Federal inventory, as appropriate. Exclusion 1: Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these). Exclusion 2: Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).

14. INQUIRIES AND ADDITIONAL INFORMATION

- a. General inquiries concerning this Directive may be directed to the AAMD, Gareth Diedrick, Chief of the Engineering Services Branch within AAMD at gareth.r.diedrick@usda.gov.
- b. Records management inquiries should be directed to the Program Records Management Liaison for MRPBS. (For current contact see: [APHIS Records Liaisons](#)).
- c. Persons with disabilities who require alternative means for communication of this policy (Braille, large print, audiotape, etc.), should contact the United States Department of Agriculture's [TARGET Center](#) at (202) 720-2600 (voice and TDD) for assistance.
- d. This Directive can be accessed online via the [APHIS Issuance Web page](#).