

A. Facility Use/Occupancy Fees (base) -

Use of space assigned in NIH leased or owned real property for the purposes approved in the assignment letter and Occupancy Agreement. As, and to the extent, specified in the Occupancy Agreement, the fee includes the cost of facility maintenance and operation, utilities, janitorial services, locksmith services, trash collection and disposal, and access to parking facilities. For details on the Occupancy Agreement click on this link:

<http://dirs.info.nih.gov/rentagmt.htm>

B. Premium Services - Office of Research Services

Upgrades to levels of service provided to occupants in NIH leased or owned space under the standard Occupancy Agreement. Such upgrades include enhanced security, special scheduling of janitorial services, extended operating hours, or additional control of ambient environmental conditions.

C. Conference Services – Division of Intramural Research Services (DIRS)/Medical Arts & Photography Branch (MAPB)/NIH Events Management Section (formerly Video Section)

Conference Services provides centralized support for over 45 conference rooms in six buildings, including the Natcher Conference Center. There are approximately 12,000 per year events/activities in the NIH conference facilities for over 718,000 attendees.

The NIH conference facilities are located in the following on-campus and off-campus locations:

Building 45	1800-person Natcher Conference Center
Building 31	292-person Conference Center
Building 1	150-person Wilson Hall and 44-person conference room 151
Building 49	88-person conference room
Building 40	97-person conference room and 23-person video tel conference room (October 2000 opening)
Building 50	150-person conference room (Spring 2001 opening)
Executive Plaza North	227-person conference center
Rockledge II	270-person conference center
Neuroscience Center	290- person conference center
Building 10	530-person Masur auditorium 220-person Lipsett Amphitheater

For fiscal year 2001, a membership fee (based on a historical average of room usage) will be assessed for each IC to cover the costs of basic conference services. However, rate schedules have been developed and will be used to issue all IC customers covered under the membership fee a mock invoice so that actual costs and usage may be tracked. In FY2002, all conference services will be provided on a fee-for-service basis.

For other DHHS organizations and other Federal and local Government entities the rate schedule applies in FY2001 and collection of fees will occur through interagency agreements or collected by the contractor for ORS.

Basic conference services that are included in the membership fee for FY2001 are:

- Meeting Space
 - Scheduling meeting space
 - Coordinating logistics
 - Room setups and clean up
- Presentation and Voice Enforcement Equipment
 - Computer and video projection system, overhead projector, slide projector, and laser pointer
 - Voice enforcement if part of the room build out
 - Flip chart, built-in white board, and appropriate set of markers

The services that are not included in the membership fee are:

- Supplemental Services
 - Staffing of conference facilities outside regular hours of service –Natcher Conf. Center 7:30 a.m. to 6:00 p.m.; all other facilities 7:30 a.m. to 5:00 p.m.)
 - Dedicated Audiovisual Technician, Camera Technician, Producer and/or Technical Director
 - In-house Meeting Planner for small/larger conferences
 - Porter services for receiving/shipping, & moving of meeting/exhibition material
 - Registration desk and crowd control staff
 - Procurement and coordination of Food & Beverage services
- Rental Equipment
 - Exhibition stands, tents, tables, chairs, etc.
 - Specialized audiovisual equipment/services (i.e., cameras, video and audio recording, VCR's, video conferencing, etc.)
 - Table skirts, bunting, etc.

Supplemental services and equipment rentals will be available on a fee-for-service basis as requested. The rates for these services will be published in the FY2001 SSF rate package.

A cancellation fee will also be implemented in FY2001, as follows:

- Room of less than 50 person-capacity: 100% of room rate if less than 14 days
- Room of more than 50 person-capacity: 100% of room rate if less than 21 days
- Room of more than 50 person-capacity: 40% of room rate if less than 90 days

D. Occupational Health and Safety Services – Division of Safety (DS)/Occupational Safety & Health Branch (OSHB)

The Occupational Safety and Health Branch provides a large array of occupational safety and health services to the NIH at large. Executive Order 12196 extended the Occupational Safety and Health Act to all Federal agencies. These services insure that the Act is implemented at NIH through a variety of primary prevention strategies and are directed to providing a “safe and healthful workplace” for all NIH employees. In addition to the primary prevention programs, occupational safety and health personnel respond to safety and health complaints, requests, and concerns from intramural and extramural employees. Safety and health training programs are provided and staff serve as primary safety and health advisors to the IC Scientific Directors. In addition, occupational safety and health personnel support a wide range of IC activities including advice and guidance to IC Safety and Health Committees and Animal Care and Use Committees. The services include the provision of administrative support, advice and guidance to the NIH Institutional Biosafety Committee and the NIH Occupational Safety and Health Committee which are advisory bodies to the Director, NIH, and the Deputy Director for Intramural Research.

Use of the census data for the RMS and IR segments of the NIH population and weighting these in a ratio of 1:2 respectively is the basis for distributing the costs of Occupational Health and Safety services.

E. Hazardous Waste Management - Division of Safety (DS)/Environmental Protection Branch (EPB)

These services allow the NIH to continue to use hazardous materials in research programs and to produce hazardous materials as by-products of research through the collection, transportation, treatment, packaging, and disposal of these materials in strict accordance with local, State, and Federal laws and regulations. Radioactive, chemical and mixed waste collection includes the provision and delivery of empty waste containers to generation sites, and the collection of accumulated waste on a prearranged schedule. Medical/pathological waste is collected from the generation sites and/or loading dock areas. Waste treatment and disposal includes the proper regulatory characterization for each type of waste; pretreatment; packaging; and transportation to the final disposal or waste destruction site. The medical/pathological waste is also monitored for presence of radioactivity prior to shipment.

Proper record keeping, regulatory reporting and compliance with Federal, State and local regulations is a major part of this service. The Division of Safety also provides chemical moving services to assist researchers in laboratory moves; consultation to facilitate proper handling of discarded chemical, radioactive and medical/pathological materials; quality assurance services; and assistance to emergency responders.

Use of the intramural budget and an IC's percentage of that budget is the basis for distributing the costs of hazardous waste management.

F. Interpreting Services – Division of Support Services (DSS)/Worksite Enrichment Programs Branch (WEPB)

The Division of Support Services (DSS) provides to the NIH interpreting services (i.e., sign language, etc.) through a performance based contract. This service is provided as a reasonable accommodation to all NIH employees, visitors, students, and patients in the Bethesda/Rockville, Frederick and Baltimore areas, who request these services. NIH interpreting services includes two broad categories:

1. Interpreting: includes, but is not limited to, Sign Language, Oral, Tactile, Cued Speech, Pidgin Signed English (PSE).
2. Real-Time Captioning (or Computer Assisted Real-time Transcription- CART): This is usually used for D/HH persons who do not sign or prefer an English-based accommodation for a specific setting. This service provides a word-for-word transcription of what is being said or signed in a meeting.

The costs of interpreting services are distributed based on the applicable IC census.

G. Library Services – Division of Intramural Research Services (DIRS)/Library Branch (LB)

As a basic member service, the Library acquires, organizes, maintains and provides access to collections of print and electronic resources (online, full-text journals, databases and books). Maintenance includes creating an online catalog of items in these collections, a Home Page that gathers, organizes and makes local and external electronic resources and services readily and

easily available from the desktop, and shelving and binding print material. To maximize the utility of these collections, the Library offers research assistance, mediated, bibliographic searching, and training so NIH staff can independently identify, evaluate and acquire information from a wide variety of print and electronic resources. The Library also provides computers and quiet study space and locked carrels for NIH staff that need them. Charges for all these services are based on an IC's census, i.e. eligible users.

Other member ship services include:

- access to a self-service photocopy facility in the Library for NIH staff who wish to copy journal articles themselves;
- document delivery where NIH staff request articles electronically or with a 232 form and Library staff pulls the article, copies it and sends it to the requesting person electronically via e-mail, or in hardcopy by campus mail;
- and translation services for personal documents to support J-1 visas and other required records for foreign scientists and fellows, patient records, protocols, brochures, journal articles and books.

A 3-year average of actual use is the basis of the charge for each of these services.

Not included as member services are custom services such as information management consultation of a routine, or ongoing nature, i.e. clinical librarian services; database and web resource page development and maintenance; large-scale bibliographic search projects, or similar activities that require extended, or extensive use of Library staff or resources; serials management services (ordering, check-in, binding of department/lab journals). These are provided on an hourly or item basis in the published rate package. Custom services will be included on this Consolidated Services Statement only if an IC has indicated in advance of the fiscal year the amount of services requested.

Also not included are individual "seats" for Beilstein Crossfire, which are billed directly to an IC's CAN.

H. Collaborative Research – Division of Bioengineering and Physical Science (DBEPS)

The Division of Bioengineering and Physical Science (DBEPS) contributes to the advancement of NIH research by the application of engineering, mathematics and the physical sciences to the solution of problems in biology and medicine. This is done through:

- Consultations and collaborative research with NIH intramural scientists in the areas of measurement, imaging, mathematical analysis and modeling, and the design of specialized research protocols and equipment;
- Proposing and developing theoretical and experimental methods, including novel instrumentation to meet long-term needs of the NIH Intramural Research Program; and
- Serving as a liaison to other NIH and non-NIH organizations with bioengineering and physical science expertise to obtain and disseminate information on technological resources and developments applicable to NIH intramural research problems.

The professional staff are grouped into six *Resources*, with specialized expertise to support the Intramural Program of NIH through consultations and collaborative research and development projects:

- *Drug Delivery and Kinetics Resource* (pharmacokinetics, regional drug administration, spatially distributed models, analysis of biochemical networks, fluid mechanics),

- *Image Processing and Information Analysis Resource* (advanced biomedical imaging processing and information analysis algorithms);
- *Instrumentation Research and Development Resource* (conception, design, development, and evaluation of innovative scientific instruments and systems);
- *Molecular Interactions Resource* (biophysical characterization of systems of interacting biological macromolecules);
- *Supramolecular Structure and Function Resource* (quantitative methods for determining the organization and composition of supramolecular assemblies and small cellular organelles); and
- *Ultramicro Analytical Immunochemistry Resource* (ultra-micro analysis of biological samples and secretions from single cells).

The costs of the collaborative research efforts are distributed to the IC's based on a 3-year historical average of DBEPS research staff effort (for 70% of the costs) and the intramural census (for 30% of the costs).

I. Animal Program Resource Support - Division of Intramural Research Services (DIRS)/
Veterinary Resources Program (VRP)

The Veterinary Resources Program (VRP) serves NIH intramural investigators through a centrally managed laboratory animal program that provides a full range of essential and specialized veterinary services necessary to support biomedical research using animals. The following services are provided through the membership fee:

Diagnostic Laboratory Services - Operation of a central animal diagnostic laboratory that receives laboratory animals and specimens for diagnostic evaluation from VRP facilities, shared facilities, and facilities managed by individual institutes. Diagnostic services include bacteriology, mycoplasmaology, serology, parasitology, necropsy, histopathology, electron microscopy, immunocytochemistry, and genetic monitoring.

Surgery/Radiology Consultation and Service - VRP facilities and staff support NIH intramural research in performing aseptic experimental surgery and radiographic procedures. Veterinarians and technical staff are available to perform, or assist NIH investigators with surgical and radiographic procedures and to provide consultation and collaborate with research protocols.

Animal Transportation - Operation of an animal delivery service transporting research animals between facilities on the NIH Bethesda campus and between Bethesda and the NIH Animal Center in Poolesville, Maryland. On special request transportation can be arranged to and from local airports and other government-affiliated animal facilities. Animal transport services are provided in accordance with USDA regulations, using specially designed, environmentally controlled vehicles to ensure the well-being and safe transport of laboratory animals.

Laboratory Animal Nutrition - Quality control monitoring for all animal feeds and bedding purchased for use at the NIH. Formulation of standard and special diets for specific research protocols, and consultation with investigators and veterinarians who require assistance in the

selection, formulation, and analysis of laboratory animal diets and bedding.

Pharmacy - Acquisition and storage of controlled substances for non-human use at NIH. The pharmacy procures, stocks, and distributes other veterinary, human, and OTC drugs for clinical and research purposes. The pharmacist is available for consultation on protocol design and drug applications, dosages, delivery methods, and interactions or adverse effects.

Environment Enrichment and Behavior - VRP designs and establishes programs to enrich environments and improve the psychological well-being of research animals. Programs using social housing, manipulable objects, food treats, exercise, animal training and conditioning, innovative housing, or human interaction have been established for each animal species housed and cared for in VRP facilities. VRP animal behaviorists also provide technical expertise and consultation to NIH investigators and veterinarians on methods to improve the environment of research animals.

Acute and Critical Services - The membership service provides partial support for pre- and post-operative surgical cases and spontaneously ill animals. Approximately 33% of this service is supported via the membership service fee while the remaining costs are recovered through a fee for service arrangement. Animals can be isolated, monitored, and provided with intensive clinical treatment until they are stable enough to be returned to their regular housing environment. The facilities are equipped with Kirschner cages, ventilators, mobile emergency resuscitation equipment, and other essential critical care equipment.

Genetic Resource - Management of the NIH Animal Genetic Resource (NIHAGR), a repository of more than 350 distinct strains and stocks of rodents and rabbits, including congenic, recombinant inbred, outbred, and mutant colonies used as animal models for human diseases and normal physiological processes. The NIHAGR develops and produces special strains of mice and rats tailored to specific research requirements which are not available from commercial breeders, and supplies breeding nuclei to public and private research institutions throughout the world. Consultative services are provided to aid the biomedical community in the selection of appropriate models for specific research protocols and in strain and stock characterization.

Contract Management - Program oversight and contract administration in support of the "Technical and Logistical Support for NIH Laboratory Animal Research" contract which provides laboratory animal research support to 28 separate tasks.

The costs of the animal program resource support services are distributed to the IC's based on the NIH animal census reported in the 1999 USDA Report for Research Facilities. An equivalent animal census was derived by weighting the large versus small animals by a ratio of 5:1 respectively.

J. Radiation Safety Services - Division of Safety(DS)/Radiation Safety Branch(RSB)

Radiation safety services are directed to ensuring the safety of NIH employees, NIH patients and members of the general public during the use of radioactive materials and radiation producing equipment, such as x-ray machines and sealed sources. The use of radioactive materials and radiation are strictly regulated by a number of Federal and other authorities, and there are many regulations with which NIH must comply to continue to be licensed or permitted to use these tools within the NIH research and clinical programs. The service maintains the currency of all the licenses and permits required by the NIH to operate and use radiation emitting entities.

This activity provides training to all radiation users; continuous audit, review, monitoring and consultation to help ensure safety in the use of radiation; a ready response to emergency situations; and central maintenance of the required records to demonstrate the NIH's compliance

with all applicable regulations. These services are designed to minimize the risk of human exposure to unnecessary radiation during such activities; to protect patients subject to radiation in clinical research protocols against excessive radiation; and to provide patients with proper informed consent about the risks of radiation exposure. The service is a resource of expertise in the use and regulation of radiation for the entire Intramural Research Program. The activity provides technical and administrative support to the NIH Radiation Safety Committee that oversees the use of radiation sources across NIH.

The number of authorized users in each IC is the basis for distributing these costs.

K. CC and NIH OD Rent Subsidy - A charge to each IC to cover the CC and NIH OD rent assessments.