NIH POLICY MANUAL

1411 - BICYCLE RACKS AND LOCKER FACILITIES
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1. **Explanation of Material Transmitted:**

   This chapter establishes policy and describes the rules and regulations for using bicycle racks and lockers on the NIH enclave.

2. **Material Superseded:** N/A

3. **Filing Instructions:**

   Remove: N/A
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4. **Distribution:**

   NIH Manual Mailing Keys F-401 and F-402

PLEASE NOTE:

- For information on content of this chapter, contact the issuing office listed above.
- Online information use: http://www3.od.nih.gov/oma/manualchapters
- To sign up for e-mail notification of future changes, please go to the NIH Manual Chapters LISTSERV web page.

A. Purpose:

This chapter establishes policy and describes the system for using bicycle racks and bicycle lockers on the NIH enclave.

B. Background:

Space has been dedicated on the NIH enclave for bicycle racks and lockers. In order to preserve adequate parking opportunities for NIH employees who commute to work by bicycle, it is important to adhere to the requirements in this chapter. Each person who uses these bicycle facilities is responsible for compliance with all conditions and requirements set forth in this chapter.

C. References:

1. 45 CFR Part 3, "Conduct of Persons and Traffic on the National Institutes of Health Federal Enclave." (Appendix 1)

2. Federal Property Management Regulations, 41 CFR Chapter 101.

D. Responsibility:

Policies for the authorized use of bicycle racks and locker facilities are established by the Associate Director for Research Services. The Division of Public Safety (DPS), Office of Research Services (ORS) is responsible for the management and operation of the established bicycle racks and locker facilities program.

E. Definitions:

1. **Bicycle**: A vehicle that is designed to be operated by human power; has two or three wheels, of which one is more than 14" in diameter and has a wheel configuration as follows:

    a. If the vehicle has two wheels, with both wheels in tandem; or

    b. If the vehicle has three wheels, with one front wheel and with two rear wheels that are spaced equidistant from the center of the vehicle.

2. **Bicycle Commuter**: An individual who uses a bicycle to commute to and from work.

3. **Bicycle Locker**: An enclosed storage facility designed to temporarily house and secure a bicycle.

4. **Bicycle Rack**: A device designed to hold and secure a bicycle.

F. Policy:

1. Parking a bicycle at either a bicycle rack or locker on the NIH enclave is a privilege, not a right.

2. Bicycle racks and lockers are available on a first come, first served basis.

3. Bicycle commuters must provide their own lock to secure their bicycle. For added security, more than one lock may be used for securing bicycles to the racks.

4. Each bicycle rack holds two bicycles, one on each side. Each compartment of a bicycle locker holds one bicycle.

5. NIH policy is to manage the bicycle racks and locker facilities to make optimum use of the available bicycle spaces by enabling the largest number of employees to benefit from their use.

6. NIH strongly encourages employees to actively participate in bicycling as an efficient form of alternative transportation and commuting.

7. Penalties for violations of the policies set forth in this chapter may include the removal and disposal of an improperly stored bicycle in accordance with GSA rules and regulations.

G. Priority of Assignment of Bicycle Racks and Lockers:

Bicycle racks and locker facilities are not assigned to individuals. Both the racks and lockers are available on a first come, first served basis. Subject to availability of satisfactory and secure spaces, other areas may be reserved for the parking of bicycles.

H. Parking Permits (Registering Bicycles):

1. Bicycles do not need an official NIH Parking Permit, but must be parked at a bicycle rack or in a locker.

2. Bicyclists are strongly encouraged to register their bicycles with the NIH Police. In the event of a theft and recovery of a bicycle, the owner can more readily be notified. For information on registering your bicycle, please call the non-emergency number of the NIH Police at 496-5685 or report to the Police Desk, Building 31, Room B3B17 between the hours of 7:00 a.m. and 3:30 p.m.

I. Bicycles Left at Bicycle Racks and Bicycle Lockers:

1. Bicycles left at NIH facilities for ***five calendar days*** will be considered abandoned by the NIH Police and removed in accordance with GSA rules and regulations (41 CFR 101-45.304 and 101-48.305). If a bicycle is stored at a bicycle rack or locker in excess of 24 hours, the NIH Police will tag the bicycle.

If the bicycle is stored in a locker, the NIH Police will tag the lock. These tags will advise that the owner has five business days to remove the bicycle before the bicycle is considered abandoned property and forcibly removed from the bicycle rack or locker. (See Appendix 2 - Sample Tag for Abandoned Bicycle)

2. If it is necessary to remove a bicycle from a bicycle rack or locker facility, the lock will be forcibly cut off.

3. In the event that a bicycle is left at the rack or locker due to the owner's official government travel, illness, etc., the employee must inform the NIH Police Branch of the location of the bicycle and the reason the bicycle will exceed the time limit. Individuals will be given a hanging tag, signed by an NIH Police Officer, that provides the proposed date of removal to apply to the frame of the bicycle. (See Appendix 3 - Sample Tag for Extension of Time)

J. Records Retention and Disposal:

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records," Appendix 1, "NIH Records Control Schedule," Item 1300-C-14.

NIH e-mail messages. NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of the Inspector General may request access to or copies of the e-mail messages.

E-mail messages must also be provided to Congressional committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

K. Management Controls:

The purpose of this manual issuance is to establish the NIH policy and describe the system for using bicycle racks and lockers on the NIH enclave.

1. **Office Responsible for Reviewing Management Controls Relative to this Chapter (Issuing Office):** Through this manual issuance, the Division of

Public Safety (DPS), Office of Research Services (ORS) is responsible for the method used to ensure that management controls are implemented and working.

2. **Frequency of Review:** Ongoing.

3. **Method of Review:** The DPS will maintain oversight and ensure effective implementation and compliance with this policy through review of a myriad of resources, e.g., complaints received from NIH employees and reports on bicycles which have been removed from locker and rack facilities.

4. **Review reports are sent to:** Director, DPS, Associate Director for Research Services, Deputy Director for Management, NIH. Issues of special concern will be brought immediately to the attention of the Associate Director for Research Services.

Appendix 1

EXCERPTED FROM NIH ENCLAVE REGULATIONS, 45 CFR PART 3, 01-09-90 (PUBLISHED IN THE FEDERAL REGISTER OF JANUARY 22, 1990).

3.2 Applicability

(a) The regulations in this part apply to all areas in the enclave and to all persons on or within the enclave, except as otherwise provided.

3.5 Lost and Found, and Abandoned Property

(a) Lost articles which are found on the enclave, including money and other personal property, together with any identifying information, must be deposited at the Police Office or with an office (such as the place where found) which may likely have some knowledge of ownership. If the article is deposited with an office other than the Police Office and the owner does not claim it within 30 days, it shall be deposited at the Police Office for further disposition in accordance with General Services Administration regulations (41 CFR part 101-48). Abandoned, or other unclaimed property and, in the absence of specific direction by a court, forfeited property, may be so identified by the Police Office and sold in accordance with 41 CFR 101-45.304-1 and 101-45.304-2.

Please see paper copy for **Appendices 2 and 3**.

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