

NIH POLICY MANUAL
1450 – Guidelines for Accepting Donated Commemorative Trees
Issuing Office: ORF/DPM 301-496-6186
Release Date: 5/23/06

1. Explanation of Material Transmitted: This chapter is being revised to reflect the establishment of the Office of Research Facilities Development and Operations (ORF) as a result of restructuring the Office of Research Services (ORS) and to comply with NIH Manual 1710 requirement to update manual issuances every 5 years. Revisions also reflect name changes to the divisions and sections that have responsibilities associated with this chapter which establishes policy for coordinating and placement of donated commemorative trees on the NIH Bethesda enclave.

2. Filing Instructions:

Insert: NIH Manual 1450 dated 5/23/06

Remove: NIH Manual 1450 dated 6/5/00

PLEASE NOTE: To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

Guidelines for Accepting Donated Commemorative Trees

A. Purpose:

This chapter establishes the policy that will be used by the Office of Research Facilities (ORF) to coordinate and direct the placement of trees donated to the National Institutes of Health (NIH) for planting on the NIH Bethesda enclave to commemorate the memory of individuals who have contributed substantially to enhancing the health of the Nation or provided other significant assistance to further activities of the Department of Health and Human Services (DHHS) or NIH related to health.

B. Background:

The Division of Property Management (DPM), Landscape Architect, ORF, periodically receives requests to plant donated trees on the NIH Bethesda enclave to recognize persons significant to the development of DHHS, NIH, or their activities related to the prevention and treatment of disease and disability. This policy outlines the requirements and conditions under which such trees will be accepted.

C. References:

1. Sections 231 and 240 of the Public Health Service (PHS) Act, as amended (42 U.S.C. 238, 238i).
2. NIH Manual Chapter 1130, Delegations of Authority, Finance # 05, 01/02/01, entitled "Accept Gifts Under Section 231 of the PHS Act".
3. NIH Manual Chapter 1130, Delegations of Authority, Finance #06, dated 01/02/01, entitled "*Memorials and Other Acknowledgments*".
4. NIH Manual Chapter [1135](#), *Gifts Administration*

D. Definitions:

1. *Bethesda Enclave* - For the purposes of this policy, the Bethesda enclave, as described in 45 C.F.R. Part 3.1, is limited to the legal boundaries of the NIH Bethesda campus in Bethesda, Maryland and does not include off-campus owned or leased sites.
2. *Commemorative Tree* – A tree donated to NIH by an individual or group for perpetuating in a lasting manner the memory of an individual of significant importance to DHHS, NIH or their activities.
3. *Donated Tree* - A tree that is given to the NIH for planting on the Bethesda enclave and for which NIH did not bear the cost of purchase or delivery to the NIH Bethesda enclave.

Guidelines for Accepting Donated Commemorative Trees

E. Responsibility:

1. The Director, Division of Property Management (DPM), ORF, in coordination with the Director, Division of Facilities Planning (DFP), ORF, is responsible for approving requests to plant donated trees on the Bethesda enclave.
2. A DPM Landscape Architect is responsible for receiving requests for donations, coordinating the review and approval process, and planting the trees.

F. Policy:

1. It is the NIH's policy to accept the donation of trees as memorials to deceased individuals who have substantially contributed to the health of the Nation or provided valuable assistance to further activities of DHHS or NIH related to health, provided that requests are submitted and approved in compliance with the requirements of this chapter and other applicable authorities.
2. Donated trees will be accepted based upon the availability of space, and in priority order when the individual being commemorated meets the following criteria:
Highest priority will be given to those individuals whose contribution to enhancing the Nation's health has been judged to be of historical or lasting significance to the United States, DHHS, or NIH and whose work was performed at the NIH.
Second highest priority will be given to those individuals who contributed substantially to enhancing the Nation's health through bio-medical research supported by the NIH.
Third highest priority will be given to individuals who have otherwise contributed substantially to the nation's health as determined by the NIH.
3. Tree donations are limited to small ornamental or shade trees up to a 4" caliper.
4. Memorial plaques will be allowed to acknowledge the efforts of deceased individuals who have substantially contributed to the health of the Nation or provided gifts in support of DHHS or NIH activities related to health. Brass plaques not exceeding 6" x 8" or stone slabs (marble, limestone or granite) not exceeding 9" x 12" x 3" may be placed next to the tree within the mulched tree well. Brass plaques shall be no higher than 12" off the ground at base of tree. Stone plaques shall be placed level and be within the mulched tree well. The exact wording on the brass or stone plaque must be approved in advance by the Director, DPM. No statues, sculptures, fountains or physical objects, other than those described in this paragraph, will be approved for personal memorials. NIH will not replace stolen plaques or repair vandalized plaques.
5. Donated trees with memorial plaques shall only be placed in designated areas on the Bethesda enclave. A map showing the locations of the designated areas may be requested

Guidelines for Accepting Donated Commemorative Trees

from the Issuing Office. Donated trees without plaques may be placed in other locations on the Bethesda enclave as approved by a DPM Landscape Architect.

6. A DPM Landscape Architect will assist individuals interested in donating a tree to the NIH with getting all necessary information; determining the acceptability of the proposed donation; making field visits to determine the exact location or alternative locations for installation; suggesting plant species best suited to flourish and to harmonize with the surrounding landscape; providing delivery instructions, and coordinating logistics through final installation.

G. 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 1900-F.

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.

H. Management Controls:

The purpose of this manual issuance is to establish the NIH policy and to describe the system for approving tree donation requests.

Guidelines for Accepting Donated Commemorative Trees

1. Office Responsible for Reviewing Management Controls Relative to this Chapter is the Division of Policy and Program Assessment (DPPA), ORF. Through this manual issuance, the DPPA is responsible for the method used to ensure that the management controls are implemented and working.
2. Frequency of Review: Annual
3. Method of Review: The DPM, in coordination with DFP, will maintain oversight and ensure effective implementation and compliance with this policy through careful consideration of each donation request and feedback from individuals who made donation requests.
4. Review Reports are sent to: Director, ORF and Deputy Director for Management, NIH. Issues of concern will be brought immediately to the attention of the Director, ORF.