

NIH Facilities & Research Services Directory

Office of Research Facilities (ORF)

Office of Research Services (ORS)



National Institutes of Health
Office of Management

The **OFFICE OF RESEARCH FACILITIES (ORF)** and the **OFFICE OF RESEARCH SERVICES (ORS)** provide a wide range of services to the NIH community. While our organizations are distinct we share a basic premise: to support the mission of the National Institutes of Health.

The **NIH FACILITIES & RESEARCH SERVICES DIRECTORY**, produced for for the first time in 2011, itemizes ORF and ORS services by service category and title.

An enhanced version of this consolidated Services Directory is available at <http://services.od.nih.gov>. The website provides additional information about service areas.

Thank you for your support!

DAN WHEELAND, P.E.

Director, Office of Research Facilities

ALFRED C. JOHNSON, Ph.D.

Director, Office of Research Services

ORS AMENITIES

Building 10 Hair Salon.....	301-496-6061
Credit Union.....	301-718-0208
FAES Bookstore.....	301-496-5272
FAES Gift Shops.....	301-496-5272
Fitness Centers.....	301-496-8746
Recreation & Welfare Assoc. (R&W).....	301-496-6061
Sign Language Interpreters.....	301-827-3252

ORS ANIMAL RESOURCES

Diagnostic Research.....	301-496-7049
Facility Management (Animal).....	301-435-4444
Laboratory Animal Research Contract.....	301-594-3569
Pharmacy.....	301-435-2780
Procurement (Animal).....	301-496-3575
Rodent Quarantine.....	301-496-4132
Transportation (Animal).....	301-496-8184
Veterinary Medicine.....	301-451-8334

ORS CAMPUS ACCESS/DIRECTIONS

Campus Maps.....	301-594-6677
Parking.....	301-496-5050
Shuttle Services.....	301-827-3247

ORS CAMPUS SECURITY

Background Investigations.....	301-402-9755
ID Cards, Contractors.....	301-451-4766
ID Cards, Employees.....	301-451-4766
ID Cards, Visitors.....	301-496-2387
Install Security Card Readers.....	301-451-4034
Modify Facility Access Control.....	301-451-4766
Security Assessments.....	301-443-7287
Security Guard Services.....	301-496-8309

ORS CHILD & FAMILY PROGRAMS

Adult/Elder Care Resource & Referral	301-827-3250
Child & Adult Back-up Care Program	301-827-3250
Child Care Center Waiting List	301-827-3250
Child Care Centers - NIH sponsored	301-827-3250
Child Care Resource & Referral	301-827-3250
Child Care Tuition Subsidy Program	301-827-3250

NIH FACILITIES & RESEARCH SERVICES DIRECTORY

Legal & Financial Resources	301-827-3250
Parent/Adult/Family Seminars & Events	301-827-3250
Work/Life Balance & Support	301-827-3250

ORF CONSTRUCTION CONTRACTS

Architecture and Engineering Service Contracts.....	301-402-0878
Build-Out Renovation Contracts.....	301-402-0878
Construction Management Contracts.....	301-402-0878
Construction Quality Management Contracts.....	301-402-0878
Design Contracts.....	301-402-0878
Design-Build Contracts.....	301-402-0878
Service & Construction Contracts.....	301-402-0878

ORS EMERGENCY SERVICES

Continuity of Operations (COOP).....	301-496-1985
Emergency Evacuations.....	301-496-1985
Emergency Preparedness.....	301-496-1985
Evacuation/Shelter-in-Place.....	301-496-1985
Hazardous Material Spills.....	911
Medical Emergency.....	911
NIH Fire & Rescue.....	301-496-2372
NIH Police.....	301-496-2387
Report a Fire or Medical Emergency.....	911

ORF EMPLOYEE & FACILITY DATA

ARCHIBUS Updates.....	301-496-5037
NIH Census Data Management.....	301-435-1668
NIH Real Property Data Management.....	301-496-5037

ORF ENGINEERING SERVICES

Commissioning.....	301-496-6818
Design & Construction.....	301-496-5131
Energy Program Services.....	301-496-6186
Field Technical Assistance.....	301-496-6186
Inspection.....	301-496-6186
Plan Review.....	301-496-6818
Renovations.....	301-496-6186

ORF ENVIRONMENTAL PROTECTION

Chemical Move Planning.....	301-496-7990
Chemical Waste Management.....	301-496-7990
Compliance, Guidance & Permitting.....	301-496-7775

NIH FACILITIES & RESEARCH SERVICES DIRECTORY

Construction Debris Recycling.....	301-496-7990
Decommissioning.....	301-496-7775
Fuel Storage Tanks.....	301-496-7775
Green Purchasing.....	301-496-7990
Lab/Office Cleanouts.....	301-496-7990
Medical Waste Management.....	301-496-7990
NEPA.....	301-496-3537
NIH Environmental Management System.....	301-496-7775
NIH Mercury Free Campaign.....	301-496-7990
Recycling Programs.....	301-496-7990
Remediation.....	301-496-7775
Spill Reporting (non-emergency).....	301-496-7775
Toxic Chemical Reduction.....	301-496-7990
Waste Disposal.....	301-496-7990

ORS EVENTS MANAGEMENT

Conference Services.....	301-496-9966
Event Crowd Control/Monitoring.....	301-496-0487
Multimedia Services.....	301-496-9966
Public Address Equipment.....	301-496-4700
Sign Language Interpreters.....	301-827-3252

ORF FACILITIES & PROPERTY MANAGEMENT

Custodial Services.....	301-435-8000
Dock Material Management.....	301-435-8000
Elevators.....	301-435-8000
Facility Maintenance and Repair.....	301-435-8000
Facility Management.....	301-435-8000
Fire Suppression Systems (MSB/ORF, not CCC).....	301-402-3336
Grounds Maintenance/Landscape.....	301-435-8000
Locksmith Requests.....	301-435-8000
Pneumatic Tube/Electric Track.....	301-435-8000
Roofing Systems.....	301-435-8000
Snow & Ice Removal.....	301-435-8000

ORF FACILITY PLANNING

NIH Building and Space Programs.....	301-496-5037
NIH Leased Space Planning.....	301-496-5037
Real Estate Contracting.....	301-402-0878
Strategic Facilities Planning.....	301-496-5037
Utility Master Planning Services.....	301-594-1848

ORS FIRE

Fire & Rescue.....	301-496-2372
Fire Extinguishers.....	301-496-2372
Fire Investigations.....	301-496-0487
Fire Marshal.....	301-496-0487
Fire Prevention Services.....	301-496-0487
Fire Protection Engineering Services.....	301-496-0487
Fire Safety Inspections.....	301-496-0487
Fire Safety Policy.....	301-496-0487
Fire Safety Training.....	301-496-0487
Hazardous Work/Burn Permits.....	301-496-0414
Report a Fire or Medical Emergency.....	911

ORS FOOD & CONCESSION

Cafeteria Food Services.....	301-827-3248
Coffee Bars.....	301-827-3248
Concession Stands.....	301-827-3248
Vending Machines.....	301-827-3248

ORS HEALTH & SAFETY

CPR Training.....	301-496-2960
Employee Assistance Program (EAP).....	301-496-3164
Equipment Decontamination & Sterilization.....	301-496-2960
Ergonomics.....	301-496-2960
Fire Safety.....	301-496-0487
Food Safety Program.....	301-496-2960
Forms (Biological Material).....	301-496-2960
Hearing Conservation Program.....	301-496-2960
Human Pathogen Registration.....	301-496-2960
Immunizations.....	301-496-4411
Import/Export Permits.....	301-496-2960
Indoor Air Quality.....	301-496-2960
Laser Safety Program.....	301-496-2960
Occupational Medical Services.....	301-496-4411
Occupational Medical Surveillance Programs.....	301-496-4411
Publications & Policies (Health & Safety).....	301-496-2960
Radiation Safety.....	301-496-5774
Radiation Safety Committee.....	301-496-2253
Radiation Safety Officer.....	301-496-2254
Radioactive Material Orders.....	301-496-3277
Recombinant DNA Registration.....	301-496-2960

NIH FACILITIES & RESEARCH SERVICES DIRECTORY

Safety & Health Specialists.....	301-496-2960
Safety Committees.....	301-496-2960
Shipping Biological Materials.....	301-496-2960
Worker's Compensation.....	301-496-9822
Work-related Injuries & Illnesses.....	301-496-4411

ORS INTERNATIONAL

Document Translation.....	301-496-2257
Foreign Researchers.....	301-496-6166
Visas.....	301-496-6166

ORS MAIL MANAGEMENT SERVICES

Address Change.....	301-496-3586
Mail Centers.....	301-496-3586
Mail Collection & Delivery.....	301-496-3586
Mail Guide & Resources.....	301-496-3586
Mail Stops.....	301-496-3586

ORF MAINTENANCE REQUESTS

Biosafety Lab Level 3 or 4.....	301-435-8000
Emergencies (Maintenance).....	301-435-8000
Facility Maintenance Support.....	301-435-8000
Grounds Maintenance On Campus.....	301-435-8000
Grounds Maintenance Off Campus.....	301-435-8000
Routine Maintenance Service Requests.....	301-435-8000
Unusual Odors.....	301-435-8000

ORF MASTER PLANNING

Facility Planning.....	301-496-5037
Historical Preservation.....	301-496-5037
National Capital Planning Commission Coord.....	301-496-5037
NIH Master Planning.....	301-496-5037
State Historical Preservation Office Coordination.....	301-496-5037

ORF NIH COMMITTEE MANAGEMENT

NIH Architectural Design Review Board (ADRB).....	301-443-7154
NIH Facilities Working Group (FWG).....	301-496-5037
NIH Space Recommendation Board (SRB).....	301-496-5037

ORS NIH LIBRARY

Book Renewals.....	301-496-6511
Document Translation.....	301-496-2257
General Information (NIH Library).....	301-496-5611

ORS POLICE

Report a Crime (emergency) Emergency.....	911
Report a Crime (emergency) Non-Emergency.....	301-496-5685
Report a Crime (non-emergency).....	301-496-5685
Report a Crime (non-emergency) Emergency.....	911
Traffic Tickets.....	301-496-2387
Uniformed Police Officer Escorts.....	301-496-5685

ORS SCIENTIFIC EQUIPMENT & INSTRUMENTATION

Design & Fabrication.....	301-496-4131
Equipment Maintenance Agreements.....	301-496-4131
Equipment Rental Program.....	301-496-9748
Lab Equipment Repair.....	301-496-4131
New Equipment Sales Program.....	301-496-9748

ORF SERVICE CONTRACTS

Building & Lab Maintenance Service Contracts.....	301-402-0878
Construction Services Contracts.....	301-402-0878
Electrical Service Contracts.....	301-402-0878
Elevator Service Contracts.....	301-402-0878
Facility Service Contracts.....	301-402-0878
IC-Self Performance Program/Handyman Services	301-594-2079
Landscape Tree Services Contracts.....	301-402-0878

ORF SPACE ALLOCATION & MANAGEMENT

Building Number Assignment.....	301-496-5037
Housing Plans - New Facilities.....	301-496-5037
Plan and Manage Space Allocations.....	301-496-5037
Request for Space.....	301-496-5037
Room Number Assignment.....	301-496-5037

ORF TECHNICAL RESOURCES

Building Sound Studies/Analyses.....	301-435-8746
Building/Systems Commissioning.....	301-435-8746
Construction Quality Assurance.....	301-435-8746
Design/Construction Review Services.....	301-435-8746
Dispersion Modeling.....	301-435-8746
Electrical System Analyses.....	301-435-8746
Feasibility Studies.....	301-435-8746
Government Performance Reporting Act (GPRA).....	301-435-8746
HHS Facilities Policy Coordination.....	301-435-8746

In-house Design.....	301-435-8746
Joint Commission Training.....	301-435-8746
NIH Manual Issuances (Facilities related)	301-435-8746
Policy Development & Review.....	301-435-8746
Specialized Training/Conference.....	301-435-8746
Technical Library.....	301-435-8746
Vibration Studies/Analyses.....	301-435-8746

ORS TRAINING

Biosafety & Biocontainment (NBBTP).....	301-496-2960
CPR Training.....	301-496-2960
Fire Safety Training.....	301-496-0487
Laboratory Safety.....	301-496-2960
Radiation Safety Training.....	301-496-2255
S.T.A.R.S. Lab Training.....	301-496-2960
Shipping Biological Materials.....	301-496-2960

ORS TRANSPORTATION

Campus Maps.....	301-594-6677
Commuter Information.....	301-496-5050
Employee Shuttle Services.....	301-827-3247
NIH Parking Office.....	301-496-5050
Patient Shuttles.....	301-496-1161
Transhare Program.....	301-496-5050
Vanpool.....	301-496-5050

ORS TRAVEL

Visiting Program.....	301-496-6166
-----------------------	--------------

ORF UTILITY SYSTEMS & MAINTENANCE

Campus Utility Plant Operations.....	301-402-2848
Utility Emergency	301-435-8000
Utility Engineering: Mechanical, Electrical.....	301-402-2848
Utility Maintenance and Repairs.....	301-435-8000
Utility Shutdowns.....	301-435-8000

ORS VISUAL ARTS & MEDIA

Digital Imaging.....	301-496-6781
Electronic Media.....	301-496-5566
Graphic Design.....	301-496-5566
Medical Illustration.....	301-435-8293
Multimedia.....	301-496-9966

NIH FACILITIES & RESEARCH SERVICES DIRECTORY

Photography.....	301-496-4700
Printing.....	301-496-3881
Public Address Equipment.....	301-496-9966
Video.....	301-496-4700

ORF WASTE MANAGEMENT

Chemical Waste Pickup.....	301-496-4710
Chemical Waste Assistance.....	301-496-7990
Construction Debris Recycling.....	301-496-7990
Construction Dumpsters.....	301-496-7990
General Waste.....	301-496-7990
Medical Pathological Waste (MPW) Pickup.....	301-496-4551
Medical Pathological Waste (MPW) Assistance.....	301-496-5774
Multihazardous Waste Pickup.....	301-496-4551
Multihazardous Waste Assistance.....	301-496-7990
Radioactive Waste Pickup.....	301-496-4551
Radioactive Waste Assistance.....	301-496-5774
Spills or Emergencies On Campus.....	911
Spills or Emergencies Off Camps (MD).....	9-911

ORS WELLNESS

AED Program.....	301-496-2960
Blood Pressure Monitoring Stations.....	301-496-2960
Career Management (WLC).....	301-435-1619
Child & Family Programs.....	301-827-3250
Employee Assistance Program (EAP).....	301-496-3164
Ergonomics.....	301-496-3457
Fitness Centers.....	301-496-8746
Health Promotion Programs.....	301-496-4411
Immunizations.....	301-496-4411
Nursing Mothers Program.....	301-435-7850
Recreation & Welfare Assoc. (R&W).....	301-496-6061
Safety & Health Specialists.....	301-496-2346
Work-related Medical/Counseling Services.....	301-496-3164

ORS WORKPLACE SAFETY

Asbestos Management.....	301-496-2960
Biological & Chemical Safety.....	301-496-2960
Biological Safety Cabinets.....	301-496-2960
Chemical Surveillance.....	301-496-2960
Equipment Decontamination and Sterilization.....	301-496-2960
Fire Safety.....	301-496-0487

Forms (Biological Materials).....	301-496-2960
Hazardous Material Spills.....	911
Hazardous Work Permits.....	301-496-0487
Human Pathogen Registration.....	301-496-2960
Indoor Air Quality.....	301-496-2960
Lab Safety (Training).....	301-496-2960
Personal/Work-Related Medical Emergencies.....	911
Pest Management.....	301-496-2960
Publications & Policies (Health & Safety).....	301-496-2960
Radiation Contamination Control.....	301-496-5774
Radiation Health Physicists.....	301-496-5774
Recombinant DNA Registration.....	301-496-2960
Safety & Health Specialists.....	301-496-2960
Safety Committees.....	301-496-2960
Shipping Biological Materials.....	301-496-2960
Water Analysis.....	301-496-2960

EMERGENCY CONTACTS

Facilities Maintenance Requests.....	301-435-8000
Fire & Rescue (non-emergency).....	301-496-2372
Hazardous Material Spills.....	911
Medical Emergency.....	911
NIH Police: Report a Crime (emergency).....	911
NIH Police: Report a Crime (non-emergency).....	301-496-5685
Occupational Medical Services.....	301-496-4411
ORS General Information.....	301-594-6677
TTY Non-emergency Security Information.....	301-496-0063
TTY ORS General Information.....	301-435-1908

Office of Research Facilities (ORF)

Building 13, Suite 201, MSC 5759

Bethesda, Maryland 20892-7172

301-594-0999

<http://orf.od.nih.gov>

Office of Research Services (ORS)

31 Center Drive, MSC 2324

Building 31, Room 4B54 Bethesda,

Maryland 20892-2324

301-496-2215

orsinfo@mail.nih.gov

<http://www.ors.od.nih.gov>