

**Memorandum of Understanding
Between
Environmental Science Center
And
Chesapeake Bay Program
Continuity of Operations (COOP) Relocation Site**

Purpose

The Environmental Science Center (ESC) shall allow a small team of Chesapeake Bay Program (CBP) officials, the use of space or rooms at the EPA, Environmental Science Center, 701 Mapes Road, Fort Meade, MD. The available space and rooms provided will be determined depending on the emergency conditions at the time of the event. The space will be used as an emergency relocation site for CBP. There will be no charge for rent or services. CBP will only use this space if conditions prevent them from using their regional office at 410 Severn Avenue, Annapolis, MD for normal operations. CBP's commitment is to minimize its impact on the ongoing operations of ESC's regional office.

Duration of Memorandum

ESC shall allow CBP the right of entry during an emergency to the space identified in this MOU. CBP may occupy this space for a period not to exceed 30 consecutive days. Any occupancy period longer than this may be done only with the approval of ESC. This memorandum shall remain in effect for five years and may be cancelled by either party by providing 90 days written notice. Any and all costs associated with CBP vacating the space will be the responsibility of CBP.

Building Access

CBP shall abide by all security measures required by ESC and the building owner to gain access to the space being made available by ESC. ESC to provide DOD identifications and parking stickers (for access on to the base) for the following Chesapeake Bay Program Office personnel: Director; Associate Directors for (1) Communication and Support Cluster, (2) Ecosystem Cluster and (3) Science Cluster; Facilities Manager; and Data Center Manager. See Appendix A for a list of personnel (this list will be updated and provided to ESC on a quarterly basis).

Phone/Cable TV

CBP will pay for the installation and operating costs of all phone/cable lines that it installs in the designated space to support communications in the event of an emergency relocation.

Storage Space

ESC shall provide CBP with secured storage space to hold CBP critical documentation, supplies and computer equipment (approximately 2 drawers of a standard size file cabinet.) These cabinets will be kept locked and will contain CBP equipment to be used during an emergency relocation. CBP will purchase and maintain these cabinets, if necessary.

Parking

CBP employees who drive to the ESC's location during an emergency relocation, will abide by all the parking rules in effect.

Points of Contact

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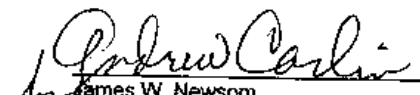
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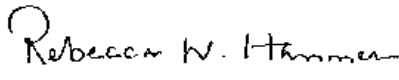
This MOU shall become effective when signed by the representatives of both parties.

No Binding Effect

This memorandum is not intended to, and does not create any contractual rights or obligations with respect to the signatory agencies or any other parties.

Approvals


James W. Newsom,
Assistant Regional Administrator for
Policy and Management


Rebecca W. Hanmer, Director
Chesapeake Bay Program

DATE: 12/22/04