

# **ENVIRONMENTAL MANAGEMENT PLAN**

**Department of Environmental and Occupational Safety  
Valdosta State University  
Valdosta, Georgia**

**Reviewed and Revised by the  
Environmental Issues Committee of the Faculty Senate  
and the University Council**

# ENVIRONMENTAL MANAGEMENT PLAN

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# Part I

## Policy and Organization

### ENVIRONMENTAL MANAGEMENT FRAMEWORK

Valdosta State University believes that managing our environmental resources merits the highest priority in the conduct of all University operations. In this context, and keeping with the Valdosta State University spirit of shared governance, leadership and innovation, the University has made a commitment to an environmental management program for the benefit of current and future generations. Valdosta State University will conduct its operations and construct its facilities in a manner to protect the environment, promote stewardship, conserve resources, and minimize waste. In keeping with this policy, Valdosta State University will take specific account of environmental consequences in the design and location of its facilities and the conduct of all activities including teaching, research, and other incidental services. Moreover, Valdosta State University will exhibit leadership by being proactive and innovative when implementing environmental management decisions.

Valdosta State University also strives to conduct all operations in accordance with the *Board of Regents Environmental Health and Safety Policy and Guiding Principles*:

The Board of Regents of the University System of Georgia is strongly committed to protecting the environment and human health in all of its operations. To fulfill this commitment, the Board of Regents adopted a "Strategic Plan for Environmental Compliance" (1994) which recognizes that pro-active efforts must be taken to ensure that sound environmental, health and safety planning is integrated into every level of University System decision making.

Effective environmental, health and safety performance is important to the Board of Regents and its institutions in relationships with students, faculty, staff, legislators, regulatory agencies and the general public. To assist institutions within the University System of Georgia in meeting the mandate of the Board of Regents' stated policy, the following guiding principles have been established.

The following University System of Georgia guiding principles have been adopted by Valdosta State University. Valdosta State University will:

- Comply with all applicable environmental, health and safety laws and regulations. In the absence of specific laws or regulations, good management practices shall be followed;
- Develop, follow and continuously improve environmental, health and safety procedures and practices for all facilities, projects and operations;
- Perform periodic environmental, health and safety program reviews to correct deficiencies, establish goals and identify funding priorities;

- Designate a specific individual to be in charge of environmental, health and safety affairs for the institution. This individual shall be a key member of each institution's administrative leadership team.
- Promote environmental, health and safety awareness among all faculty, staff and students and provide appropriate resources for training and program implementation;
- Design, construct and operate all facilities in a manner that protects human health, safety of the occupants and the environment. Environmental, health and safety considerations shall be an integral part of the University's master planning efforts;
- Practice pollution prevention by recycling all appropriate materials, purchasing recycled products, substituting less hazardous materials and establishing micro-scale chemistry operations;
- Recognize the interrelationship between energy and the environment and implement energy efficiency strategies, including purchasing and using alternative and clean-fueled vehicles, where appropriate;
- Work cooperatively with government, industry and other appropriate organizations in developing reasonable environmental, health and safety legislation and regulations which protect the environment and human health and which are cost-effective;
- Serve as environmentally responsible neighbors and promote sustainable development in local communities.

**Valdosta State University further adopts the following policies:**

- The University will develop and implement a sustainable campus-wide program for the collection of waste and recycling of materials used in large quantities by the campus community. For additional details see Waste Prevention and Recycling Policy in the Appendix.
- The University will reduce energy consumption whenever possible through the active efforts of its faculty, staff and students in closing doors, turning off lights, and generally making positive efforts to conserve energy and through passive means such as installing energy-saving devices and lights, pursuing energy savings in its infrastructure and facilities construction plans, and continued implementation of the University's environmental control system. For additional details see Energy Policy in the Appendix.
- The University will optimize outdoor campus lighting for maximum security, minimizing risks to our safety and adverse effects on the environment and night sky. For additional details see Outdoor Lighting Policy in the Appendix.
- The University, in its role of environmental stewardship, will preserve and manage all trees on campus to minimize damage and prolong their lives. For additional details see Tree Preservation and Maintenance Policy in the Appendix.

## **Roles and Responsibilities**

### ***Individuals***

The primary element in ensuring the success of the environmental program is the individual. Each individual is responsible for conducting all activities in an environmentally responsible manner. Faculty and staff members will perform their job functions in accordance with work practices or procedures specific to their activities and in compliance with the Valdosta State University Environmental Management Plan. Faculty and staff members are responsible for recognizing opportunities for improving the procedure or work process. Students and other non-employees will conduct themselves in an environmentally responsible manner.

### ***Work Area Supervisor/Lab Manager/Owner-Operator***

Managers and supervisors are responsible for being knowledgeable about and implementing applicable environmental protection policies and directives and taking other action as required, and assuring that personnel and operations they supervise comply with applicable requirements. This includes taking positive action to determine and reduce, to as low as reasonably achievable, the environmental impact associated with their operations, informing employees of the environmental hazards associated with their work, instructing employees in safe work methods, keeping the individual performing the specific tasks apprised of the most recent procedure and trained in its implementation, and ensuring that they perform their work according to requirements.

### ***Deans, Directors and Department Heads***

Deans, Directors, and Department Heads have primary responsibility for operations in their organizations and for taking the necessary measures to make certain that all division or department buildings, facilities and facility-related activities comply with established environmental protection requirements. They shall comply with all components of the Environmental Management Plan, including all Valdosta State University policies and procedures that fall within their purview of responsibility, as well as other directive memoranda. These individuals are responsible for ensuring that adequate resources are available to meet environmental management requirements.

### ***Environmental and Occupational Safety***

Environmental and Occupational Safety is responsible for development, maintenance and implementation of the Valdosta State Environmental Management Plan and the Manual for Chemical Waste Management.

Environmental and Occupational Safety provides the following:

1. Interface to regulatory agencies for preparation of environmental permits, notices or other documents;
2. Support and assistance for the development of organization-specific plans;

3. Procedures which implement specific provisions of permits held by the organization; and/or for meeting other requirements specified by the Valdosta State University Environmental Health and Safety Management Plan;
4. Training necessary for employees to ensure that they can effectively perform their job functions as related to environmental compliance or management;
5. Informational materials that describe the University environmental program;
6. Compliance-related reviews of various activities to ensure proper implementation of the organization environmental management plan;
7. Management and proper disposal of hazardous waste materials.

### ***Vice-President for Finance and Administration***

The Vice-President for Finance and Administration is directly responsible to the President for all administrative aspects of environmental management and will ensure that departments in the Division of Finance and Administration coordinate with the Environmental Issues Committee of the Faculty Senate.

### ***Faculty Senate***

The Environmental Issues Committee of the Faculty Senate will review and recommend policies and procedures pertinent to environmental issues; educate the campus community on environmental issues and policy; ensure adherence to the Waste Prevention and Recycling Policy, the Energy Policy, the Outdoor Lighting Policy, and the Tree Preservation and Maintenance Policy of Valdosta State University; coordinate with the administration on all activities; and assist with planning and implementation.

### ***President***

Within the University, the President has the ultimate responsibility for environmental management. That responsibility is met through establishing requirements on all operators.

## **STANDARDS / PROTOCOLS / PROCEDURES**

This document is consistent with University-wide policies, standards, protocols, and procedures. Those documents relevant to this plan are listed below:

- Safety Management Plan at Valdosta State University
- Chemical Waste Management at Valdosta State University
- Bio-safety at Valdosta State University
- Emergency Plan at Valdosta State University
- Waste Prevention and Recycling Policy at Valdosta State University
- Energy Policy at Valdosta State University
- Outdoor Lighting Policy at Valdosta State University
- Tree Preservation and Maintenance Policy at Valdosta State University

## **Responsibilities**

### ***Environmental and Occupational Safety***

Environmental and Occupational Safety shall be responsible for the development, distribution, and maintenance of the Valdosta State University Environmental Health and Safety Management Plan. This Plan, and its component manuals, provide specific policy and procedures and recommend practices for implementing the basic policy provided herein. Environmental and Occupational Safety maintains current information on federal, state, and local environmental regulations. Environmental and Occupational Safety identifies specific university procedures that require revision or new procedure development as a result of a regulatory change or new regulation. Environmental and Occupational Safety works with appropriate staff (primarily owners, operators, and supervisors) on procedure development, as dictated by permits or other environmental documents.

### ***Directors, Department Heads and Supervisors***

The Director, Department Head, or Supervisor in charge of each campus facility is responsible for working with Environmental and Occupational Safety on the development of necessary operating procedures to ensure that activities are conducted in compliance with permit conditions. Directors, Department Heads and Supervisors shall be responsible for performing activities as defined by the appropriate procedure and identifying work practices that require procedure revision and/or a separate procedure to achieve the overall objective of environmental compliance.

## **DESIGN REVIEW**

The University is continually embarking on new construction projects and modifying its existing structures and facilities. The Board of Regents' Building Project Procedures call for environmental evaluations of construction and renovation projects and real estate transfers prior to initiating work as well as providing Due Diligence Guidelines for all real property transactions, which are explained in detail in Part II of this plan. As part of the Due Diligence Guidelines, there are basically two levels of environmental evaluations that are required at different times during the project sequence. First, an environmental site assessment (ESA) is required to be completed during the programming/site selection or pre-planning phase of the project or real estate transfer. The environmental site assessment is intended to identify any recognized environmental conditions which previously existed or currently exist on or around the subject property which may cause liability or cost concerns and/or which may preclude development of the site. The environmental site assessment needs to be completed early in the planning phase of the project to determine whether the site is acceptable, whether an alternative location should be chosen, or whether hazardous material abatement will be necessary.

A second environmental evaluation, referred to as a **Georgia Environmental Policy Act (GEPA)** assessment, must be completed to assess potential adverse environmental impacts of a planned project. The Georgia Environmental Policy Act evaluation should generally be completed during the schematic design phase and/or during the initial stages of the preliminary design phase of a project. The Georgia Environmental Policy Act evaluation is completed at this stage of the project because this is when the project typically begins to "take shape" and it is when the exact

location and footprint of the facility is identified. The **GEPA** evaluation must assess potential adverse environmental impacts that could be created during construction and operation of the planned facility. If any adverse impacts are identified, an environmental effects report may have to be prepared or the design and/or location of the planned project may have to be altered to mitigate any such concerns.

Ancillary (non-University) programs, which are located off campus, for which the University provides facilities planning services and for which the University has responsibility for environmental compliance, are included in these requirements. The managing organization can choose to use Environmental and Occupational Safety to meet the requirement, can do it themselves, or contract for necessary support. Whatever route is taken, Environmental and Occupational Safety has final review and acceptance responsibility for work performed and documents prepared to satisfy environmental regulatory requirements. These documents include permit applications, notices, environmental assessments, environmental impact statements, and storm water plans. The following situations are discussed below: new facility, facility modification, property acquisition, and programmatic initiatives.

### **Design Review - New Facilities**

This covers new facility construction for any project or operation for which the University has responsibility for environmental compliance or which may have an impact upon any aspect of the University's environmental compliance status.

### **Responsibilities**

Any University organization planning a new facility or facility modification project is responsible for the following:

- Informing Facilities Planning and Environmental and Occupational Safety of the project during the conceptual and design phase and including both in design and/or planning meetings, as requested by Environmental and Occupational Safety.
- Contacting Environmental and Occupational Safety to arrange for performance of an Environmental Site Assessment for the project location. The Environmental Site Assessment must meet the requirements of the Board of Regents of the University System of Georgia.
- Determining the level of the Georgia Environmental Policy Act documentation required for the project for the design bid document.
- Preparing the required environmental documentation as required by the Georgia Environmental Policy Act.
- Ensuring that a comprehensive environmental regulatory applicability analysis for identification of new environmental permits, impacts on existing permits, and notices is performed.
- Providing Environmental and Occupational Safety with environmental applicability analysis, draft and final Georgia Environmental Policy Act documents, environmental

permit application, and notices for and submittal review on a schedule that allows for adequate quality review and provides the opportunity for incorporation of comments.

- Making sure that adequate organizational resources are available to meet environmental management requirements.
- Consulting with the Environmental Issues Committee or its subcommittees to ensure review and to secure recommendations on issues within the purview of the *Tree Preservation and Maintenance Policy* and the *Outdoor Lighting Policy*.

### **Environmental and Occupational Safety will:**

- Attend project initiation meetings and other project meetings as necessary, to identify potential areas of environmental concern.
- Respond to formal university design reviews at schematic design, design development, and construction document phases with comments relating to environmental compliance or regulations.
- Provide guidance and necessary support information on the performance of comprehensive environmental regulatory applicability analyses.
- Provide review and oversight for the engagement of any special environmental consulting services, to the extent requested by the project manager.
- Will review and provide input to all environmental documents, i.e., environmental assessments, regulatory applicability analyses, permit application and notices.

### **Design Review - Facility Modification and Capital Improvement**

Facility modifications are always needed to accommodate growth and change at the University. These modifications have the potential to impact permitted operations and/or trigger the need for a specific notification or permit. Therefore, it is important that the Environmental and Occupational Safety Office have the opportunity to review all facility modifications.

### **Responsibilities**

Any University organization managing a facility modification or renovation project is responsible for the following:

- Informing Environmental and Occupational Safety of the project at the project conceptualization or design stage and including Environmental and Occupational Safety in design and/or planning meetings, as requested by Environmental and Occupational Safety.
- Determining the level of Georgia Environmental Policy Act documentation required by the project for the design bid document.

- Consulting with Environmental and Occupational Safety on other jobs that, based upon the job supervisor or project manager’s judgment, may require Environmental and Occupational Safety input or present some regulatory concern.
- Preparing the required environmental documentation as required by the Georgia Environmental Policy Act.
- Ensuring that a comprehensive environmental regulatory applicability analyses for new environmental permits, impacts on existing permits, and notices is performed.
- Providing Environmental and Occupational Safety with draft Georgia Environmental Policy Act documents, environmental permit applications, notices for review on a schedule that allows for adequate quality review and submittal, and provides the opportunity for incorporation of comments.
- Consulting with the Environmental Issues Committee or its subcommittees to ensure review and to secure recommendations on issues within the purview of the *Tree Preservation and Maintenance Policy* and the *Outdoor Lighting Policy*.

### **Design Review – Property Acquisition**

The University periodically acquires real property through several mechanisms. One of the review subjects associated with this acquisition process is evaluation for environmental liability. Prior to acquiring property, the receiving organization has the responsibility to conduct an environmental assessment. This review shall meet the specifications outlined by the Board of Regent of the University System of Georgia.

### **Responsibilities**

#### ***Real Estate***

Real Estate is responsible for having environmental site assessments conducted for all property acquired by the University and shall manage all records associated with this activity.

#### ***Environmental and Occupational Safety***

Environmental and Occupational Safety will provide guidance on the selection of the appropriate assessment method and interpretation of collected information, as requested by Real Estate.

### **Design Review - Programmatic Initiatives**

There are situations in which the environmental regulatory action is not focused on a specific project, but involves the entire University. An example is the University's Underground Storage Tank System.

### **Responsibilities**

Environmental and Occupational Safety, along with the University Engineer and Director of Plant Operations, is responsible for identifying these permitting requirements and/or

opportunities for coordinating affected University organizations, in order to ensure the development of permit application materials, and managing permit compliance.

## **PERMITS, LICENSES, AND NOTIFICATIONS**

There are some operations at Valdosta State University that must be licensed or permitted with local, state, or federal agencies. Similarly, notifications must be filed for a variety of project activities.

### **Responsibilities**

#### ***University Engineer***

For the environmental documents identified in the Design Review stage of a project, the University Engineer will provide final documents to Environmental and Occupational Safety to obtain internal signature (e.g., Vice President for Finance and Administration) and submittal to the appropriate regulatory agency.

#### ***Environmental and Occupational Safety will:***

- Serve as the technical and administrative point of contact between the University and the regulatory community for all environmental regulatory compliance-related issues.
- Make the determination about the acceptability of environmental-related documents.
- Identify conditions related to implementation of a project, as described in the Environmental Site Assessment and/or permit, and provide assistance to the affected organization for the development of procedures and work practices to meet those conditions.

#### ***Vice President for Finance and Administration***

The Vice President for Finance and Administration is the officer responsible for all environmental permits and/or licenses held by the University.

#### ***Director, Department Head or Supervisor***

The Director, Department Head or Supervisor of each University facility or operation is responsible for working with Environmental and Occupational Safety on the development of operating procedures to ensure that activities are conducted in compliance permit conditions. The Director, Department Head or Supervisor is responsible for the operation of the permitted facility in a manner that meets all permit conditions.

## **FEES AND RELATED COSTS**

There are a number of fees and costs associated with obtaining permits and operating facilities in compliance. These costs include fees associated with permit application preparation, State charge for permit application review, annual permit maintenance fees charged by the State, costs of annual sample collection and/or monitoring fees, and source-specific evaluations.

## **Responsibilities**

### ***Director, Department Head or Supervisor***

It is the responsibility of the Director, Department Head or Supervisor of the permitted source to fully fund all costs associated with acquisition of necessary permits for their facility or operation. These permit acquisition costs may include:

- Outside support services for preparation,
- Initial State agency permit application review charges,
- Data collection supporting permit application or environmental document preparation;
- Preparation of notices (e.g., notice for underground storage tank (UST) removal).

With regard to operation of the facility, it is the department's responsibility to meet the cost of complying with the conditions of the permit. These operational costs may include:

- Annual permit maintenance fees;
- Outside support services necessary to resolve any permit compliance issue;
- Routine sample collection and analysis required for compliance;
- Charges for all equipment maintenance; and
- Maintenance of compliance-related devices or equipment.

The director, department head or supervisor of the permitted facility or operation is responsible for maintaining all equipment and for having adequate staff support to ensure compliance with the conditions of the permit. Permit-related equipment includes the permitted unit (e.g., boiler treatment device or monitoring device integral to maintaining compliance).

### ***Environmental and Occupational Safety***

Environmental and Occupational Safety will fund all expenses associated with discretionary sampling activity. Expenses associated with facility-wide or programmatic environmental activities will be negotiated with the affected parties by the Environmental and Occupational Safety Director.

## **RECORD KEEPING AND REPORTING**

Keeping accurate records of the information required by environmental permits or other documents is the cornerstone of compliance management. Much of this record keeping responsibility resides with the Director, Department Head or Supervisor as part of the Standard Operating Procedures (SOP's), which describe work practices.

## **Responsibilities**

### ***Directors, Department Heads and Supervisors***

It is the task of the Directors, Department Heads and Supervisors to maintain the appropriate records and related information (as defined by permits, etc) necessary to document compliance of their facility or operation.

***Environmental and Occupational Safety will:***

- Work with Directors, Department Heads and Supervisors needing to establish record keeping and reporting procedures as necessary under the permit/license.
- Maintain copies of environmental-related reports prepared by other departments or contractors.
- Be responsible for preparation of University environmental-related reports for processes under the control of Environmental and Occupational Safety (information may be requested from individual organizations to support report preparation).
- Maintain records documenting compliance with the Georgia Environmental Policy Act.
- Maintain records of all University permits and compliance status.

**TESTING AND SAMPLING**

Testing and sampling may be required either under the conditions of a specific permit or to satisfy a general regulatory issue.

**Responsibilities**

***Directors, Department Heads and Supervisors***

The Director, Department Head or Supervisor is responsible for all permit-required, routine and special sampling and testing as it relates to their permit and/or operation.

The Director, Department Head or Supervisor will submit routine test results as required by the permit. Environmental and Occupational Safety will receive a copy of all such submittals.

***Environmental and Occupational Safety will:***

- Immediately notify the Director, Department Head or Supervisor of any requests for sampling or testing beyond that routinely required by the permit.
- Manage any environmental sampling or testing conducted at a non-permitted facility or operation supporting a University-wide permit (e.g., storm water).
- Manage any environmental testing and sampling performed at the discretion of Environmental and Occupational Safety or in response to a request by an employee or regulatory agency.
- Provide consultation and guidance to the Director, Department Head or Supervisor on establishing a sampling and testing program, as requested.

**TRAINING**

**Responsibilities**

Supervisors are required to provide adequate training for personnel who may have an impact on environmental compliance.

Environmental and Occupational Safety will provide training to effectuate the implementation of this plan.

## **EMERGENCY RESPONSE**

Responsibilities and functions during emergency situations are defined in Valdosta State University Emergency Preparedness Plan or by another operation-specific plan.

## **INTERNAL AUDITS**

It is necessary to perform internal audits to measure the effectiveness of program implementation.

### **Responsibilities**

#### ***Environmental and Occupational Safety will:***

- Design and perform internal reviews of various aspects of environmentally-related procedures and programs.
- Conduct audits using written protocols.
- Provide results (an audit report) and discuss with the Owner/Operator and their management.
- Report results to University management.
- File audit reports with Environmental and Occupational Safety.

#### ***Directors, Department Heads and Supervisors***

The Director, Department Head or Supervisor will provide information as requested and cooperate with the review process.

## **CORRECTIVE ACTIONS**

Any issue identified during the internal audit will be assigned a corrective action.

### **Responsibilities**

Environmental and Occupational Safety will work with the Director, Department Head or Supervisor to develop corrective action plans.

The Director, Department Head or Supervisor will implement the corrective action.

The Dean, Director or Department Head will provide funds and other support necessary to implement the corrective action.

# **Part II**

## **Implementing Procedures**

### **PREFACE**

The procedures provided in this document are to be used with the Valdosta State University (VSU) Environmental Plan, Part I: Policy and Organization, which sets forth the administrative policies and procedures for the environmental program management. The Environmental Management Plan, Part I: Policy and Organization and Part II: Implementing Procedures provides the environmental compliance management framework and is inclusive of all Valdosta State University activities.

The purpose of this document is to delineate program scope and provide basic procedural guidance for anyone conducting or planning to conduct a project at the University. The guidelines provided here identify potential environmental regulatory issues so that proper actions can be taken.

### **Foundation**

It is the intent of Valdosta State University to provide the safest possible environment in which students, staff, and the faculty may pursue their activities.

### **The Valdosta State University Approach to Safety and Environmental Management**

Valdosta State University has established administrative procedures for the reduction and prevention of on-the-job accidents and illnesses and for the protection of the environment. These procedures establish the foundation for health and safety and environmental programs in every unit of the University.

Valdosta State University believes that managing our environmental resources and safety programs merits the highest priority in the conduct of all university operations. In this context, and in keeping with Valdosta State University's spirit of leadership and innovation, the University has made a commitment to an Environmental Health and Safety program that will serve as the model for other academic institutions.

At Valdosta State University, no job is so important and no service so urgent that we cannot take the time to perform our work safely and in an environmentally conscientious manner. Each line manager and each employee is responsible for assuring that all activities result in an acceptable level of risk to themselves, to others present, to the general population, and to the environment. Valdosta State University will conduct its operations and construct its facilities in a manner to protect employees and the environment, conserve resources, minimize waste, and comply with all applicable regulations.

The Valdosta State University Environmental Management Plan is comprised of the Policy and Organization component and the Implementing Procedures component. The Policy and Organization component provides the program framework and the Implementing Procedures component describes the program scope, controlling regulations, specific responsibilities, and procedures.

## **DUE DILIGENCE GUIDELINES**

It is Valdosta State University's policy to comply fully with the Board of Regents' Due Diligence Guidelines. These guidelines can be found on the website of the Office of Real Estate and Facilities at [http://www.usg.edu/ref/real\\_services/guidelines/](http://www.usg.edu/ref/real_services/guidelines/).

## **GEORGIA ENVIRONMENTAL POLICY ACT (GEPA) Evaluations**

It is Valdosta State University's policy to comply fully with the Georgia Environmental Policy Act and the associated Board of Regents procedures in Chapter 6, Appendix 6E of the Board of Regents Building Project Procedures Manual. This document can be found online at <http://www.usg.edu/ref/capital/bppmanual/chapter6/App6E.pdf>. Valdosta State University shall incorporate the Georgia Environmental Policy Act requirements early in the project/program activity planning process to ensure that environmental factors are considered in the decision-making process. In order to comply with the Georgia Environmental Policy Act and Board of Regents procedures, Valdosta State University has assigned the following responsibilities

Facilities Planning will:

- Implement the Design Review process for its project and place environmental-related documentation in the project file.
- Have prepared acceptable environmental documents, as required by the project.
- Coordinate with Environmental and Occupational Safety on environmental document preparation beginning at the earliest stages of the project to ensure that all potential environmental issues are identified.

Environmental and Occupational Safety will:

- Provide guidance on environmental document preparation.
- Review and accept all environmental documents prior to submittal to the State.
- Coordinate any comments on environmental documents with Facilities Planning.
- Maintain the Valdosta State University Environmental Protection Agency (EPA) file documentation.

## **Georgia Environmental Policy Act (GEPA) Valdosta State University's Implementation Procedure**

Facilities Planning and Environmental and Occupational Safety will use the guidelines referenced above to make a determination as to the level of environmental documentation necessary for each project. Facilities Planning will continue to coordinate with Environmental and Occupational Safety as necessary throughout the project design and document preparation process.

Facilities Planning will inform Environmental and Occupational Safety of any design change that may have impact on any of the project's environmental documentation. Environmental documents will be prepared in accordance with the Board of Regents Criteria for Environmental Site Assessments

## **PROTOCOL FOR FILING AN ENVIRONMENTAL SITE ASSESSMENT FOR VALDOSTA STATE UNIVERSITY**

Environmental Site Assessments for all Valdosta State University projects are submitted to the Assistant Vice Chancellor for Compliance and Operations by the University's Director of Environmental and Occupational Safety. In addition, a copy is included in the complete Due Diligence package submitted by Facilities Planning to the Vice Chancellor for Facilities. The party contracted by Facilities Planning to prepare the document (the preparer) should be in contact with the Director of Environmental and Occupational Safety well in advance of the projected filing date to discuss the project and the submittal schedule.

Document requirements are provided in the Board of Regents Criteria for Environmental Site Assessments found online at <http://www.usg.edu/ehs/guidelines/site.phtml>. The preparer should follow these guidelines for preparing and submitting five copies of the Environmental Site Assessment to the University.

## **AIR EMISSION SOURCES**

### **Introduction**

The purpose of this section is to ensure that the construction and operation of air pollutant emission sources comply with Federal and State regulations.

### **Scope**

This procedure applies to all planned and existing sources of regulated air pollutants, hazardous air pollutants, and state-regulated air toxics.

### **Regulations/References**

The Clean Air Act [42 USC 7401-7642, Public Law 88-206 as amended], is the basic Federal enabling legislation that governs air pollution. The implementing Environmental Protection Agency (EPA) regulations are contained in 40 CFR 50 - 87. Georgia has been delegated authority to implement its air program, which is described in Title 12, Chapter 9 of the Official Code of Georgia Annotated.

National Emission Standards for Hazardous Air Pollutants (NESHAP) were established for air pollutants for which no ambient standards are applicable and which may result in an increase in mortality or serious irreversible illness (40 CFR 61). These standards define emission limits, monitoring requirements, restrictions on material use, worker practice standards, and reporting requirements for the affected pollutants.

Only the National Emission Standards for Hazardous Air Pollutants (NESHAP) provisions affecting potential asbestos emissions for building demolition and renovation (40 CFR 61 Subpart M, Section 61.145) affect University operations.

University operations associated with installation, maintenance, and removal of air conditioning and related equipment are affected by 40 CFR Part 82, Protection of Stratospheric Ozone. These regulations are commonly known as CFC or refrigerant management requirements.

### **Responsibilities**

As described in the Design Review section of the Environmental Management Plan (Part I, Policy and Organization), it is the responsibility of Facilities Planning to ensure that adequate review is given to all projects to identify air-related issues.

The University is responsible for operating the permitted source in compliance with its permit conditions.

Staff members responsible for maintaining air conditioning equipment in automotive, residential and commercial applications are subject to technician certification requirements. Their immediate supervisor is responsible for ensuring technicians are certified and maintaining records of technician certification.

The Associate Director of Physical Plant is responsible for development and implementation of the procedure ensuring compliance with asbestos requirements.

Environmental and Occupational Safety will:

- Provide current and accurate information to the responsible parties outlining their organizations' compliance obligations.
- Assist and advise in the development of Standard Operation Procedures for the affected organizations. "Affected organization" in this case refers to owner/operators of permitted sources.
- Review the performance of the affected organizations relative to their Standard Operating Procedures.
- Maintain the air compliance-related data for the University not specifically identified in organizational procedures.

### **Procedure**

#### Permit-Related

The procedure for permit acquisition and maintenance is outlined in the appropriate section of the Environmental Health and Safety Management Plan Part I, Policy and Organization.

#### Ozone-Depleting Substances

Compliance with the ozone protection program requirements involves certification of refrigeration technicians, collection and recycling of refrigerants, and draining refrigerants from units prior to disposal or surplus. Program records are maintained by the organization performing the work and a copy must be provided to the Department of Environmental and Occupational Safety.

## Asbestos

The only source of asbestos emissions at the University is associated with building demolition and renovation. Facilities Planning manages compliance with State asbestos notification requirements.

## **WASTEWATER DISCHARGE**

### **Introduction**

The purpose of this section is to ensure that the construction and operation of water pollution sources comply with all federal and state regulations and standards.

### **Scope**

The following wastewater discharge types may apply to Valdosta State operations:

Discharge to a Publicly Owned Treatment Works

This section does not cover the following subjects which are incorporated elsewhere:

1. Avoidance and management of oil and hazardous substance spills procedures (described in Releases of Oil and Hazardous Substances)
2. Management of dredge or fill activities (see the Wetlands & Floodplains Section)
3. Storm water (discussed in the Storm water Management section)

### **Definitions**

*Non-discharge source* - The following systems which do not discharge to the surface waters of the State:

- sewer systems
- treatment works
- residual and residue disposal/utilization systems
- animal waste management systems
- treatment of petroleum contaminated soils

*Publicly Owned Treatment Works* are community owned and are operated under a National Pollutant Discharge Elimination System Permit (NPDES) permit to the owner.

*Animal waste management system* means a combination of structural and non-structural practices which will properly collect, treat, store or apply animal waste to the land such that no discharge of pollutants occurs to surface waters of the state by any means except as a result of a storm event more severe than the 25-year, 24-hour storm (*Valdosta State University does not have animal waste requiring this type of management system*).

*Treatment works or disposal system which does not discharge to surface waters* means any treatment works, facility or disposal system which is designed to:

- operate as closed system with no discharge to waters of the state, or
- dispose/utilize of wastes, including residuals, residues, contaminated soils and animal waste, to the surface of the land, or
- dispose of waste through a subsurface absorption system.

## **Regulations/References**

Effluent limitations are the starting point for a complete understanding of the Clean Water Act. Federal regulations define the term as, "Any restriction established by a state or the Environmental Protection Agency on quantities, rates, and concentrations of chemical, physical, biological, and other constituents which are discharged from point sources into navigable waters, the waters of the contiguous zone, or the ocean, including schedules of compliance."

The terms "effluent limitations" and "pretreatment standards" should be differentiated. Effluent limitations apply to industrial dischargers whose wastewater goes into streams, lakes, rivers, ponds, or any water stream which ultimately ends up in streams, etc. (e.g., a public sewage treatment system). Pretreatment standards apply to dischargers whose wastewater goes directly into public sewage treatment systems.

### *National Pollutant Discharge Elimination System Permit (NPDES Permit)*

Georgia is authorized by United States Environmental Protection Agency to administer the National Pollutant Discharge Elimination System Permit (NPDES) program. Georgia's NPDES program follows the federal rules.

### *Effluent Limitations*

Effluent limitation regulations apply to both generators of wastewater (industrial dischargers) and to the processors of wastewater (Publicly Owned Treatment Works). Since the University is not a Publicly Owned Treatment Works operator, any University point source discharge directly to the waters of the U.S. must obtain a certification that the discharge will be in compliance with applicable state water quality standards. At this time, Valdosta State University does not have any point source discharges that require certification or permitting.

### *Discharge to Publicly Owned Treatment Works*

Under its delegated authority to administer the NPDES program, Georgia has delegated authority to numerous communities for operation of their pretreatment programs. These communities with approved programs issue pretreatment permits to significant dischargers to their system. Valdosta State University does not require a pretreatment permit to discharge to the City of Valdosta Publicly Owned Treatment Works.

For Valdosta State University facilities discharging or proposing to discharge to other Publicly Owned Treatment Works, requirements of those specific Publicly Owned Treatment Works would apply and may be obtained from the controlling community utility department.

### *Non-Discharge Sources*

Non-discharge sources (see definition above) are regulated by the State in the Rules of Georgia Department of Natural Resources, Environmental Protection Division, Chapter 391-3-6: Water Quality Control.

Non-discharge rules apply to the construction, alteration, expansion, or operation of any sewer system, treatment works, disposal system, petroleum contaminated soil treatment system, animal

waste management system, storm water management system, or residual disposal/utilization system which does not discharge to surface waters of the state, including systems which discharge waste onto or below the land surface.

These rules do not apply to sanitary sewerage systems or solid waste management facilities that are permitted under the authority of the Health Department.

### **Prohibited Discharges to a Publicly Owned Treatment Works**

The City of Valdosta Public Utilities Department “Division 5. Standards for Use of Public Sewers” contains pertinent listing of prohibited discharges. A copy is available from the City Public Utilities Department or in the office of the Department of Environmental and Occupational Safety on campus.

## **STORM WATER MANAGEMENT**

### **Introduction**

The purpose of this section is to describe the components that define the storm water management program at Valdosta State University.

### **Scope**

The scope of the storm water management program is defined by the combination of the breadth of University property, range of operations and federal and state storm water management requirements. Valdosta State University’s storm water management program includes the following:

- Review and approval of storm water management plans and permit applications for new development
- Identification and redirection of illegal discharges
- Review and approval of operational Best Management Practices and maintenance procedures
- Recordkeeping and Reporting

### **Definitions**

*Storm water* is the flow of water that results from precipitation and that occurs immediately following rainfall or a snowmelt.

*Surface water discharge* means a discharge to all waters of the State except underground waters.

*Built-upon area* means that portion of a development project that is covered by impervious or partially impervious cover including buildings, pavement, gravel roads and parking areas, recreation facilities (e.g., tennis courts), etc. (Note: Wooden slatted decks and the water area of a swimming pool are considered pervious.)

*Development* means any land disturbing activity, which increases the amount of built-upon area or otherwise decreases the infiltration of precipitation into the soil.

*Off-site Storm Water Systems* means storm water management systems that are located outside the boundaries of the specific project in question, but designed to control storm water drainage from that project and other potential development sites. These systems shall designate responsible parties for operation and maintenance and may be owned and operated as a duly licensed utility or by a local government.

*On-site Storm water Systems* means the systems necessary to control storm water within an individual development project and located within the project boundaries.

*Redevelopment* means any rebuilding activity which has no net increase in built-upon area or which provides equal or greater storm water control than the previous development (storm water controls shall not be allowed where otherwise prohibited.)

*Sedimentation/Erosion Control Plan* means any plan, amended plan or revision to an approved plan submitted to the Division of Land Resources or delegated authority in accordance with G. S. 11 3A-57.

*Storm Water Collection System* means any conduit, pipe, channel, curb or gutter for the primary purpose of transporting (not treating) runoff. A storm water collection system does not include vegetated swales, swales stabilized with armoring or alternative methods where natural topography or other physical constraints prevents the use of vegetated swales (subject to case-by-case review), curb outlet systems, or pipes used to carry drainage underneath built-upon surfaces that are associated with development.

### **Regulations/References**

The Clean Water Act of 1972 prohibits the discharge of any pollutant to waters of the United States from a point source unless a National Pollutant Discharge Elimination System (NPDES) permit authorizes such discharge. In November of 1990, the United States Environmental Protection Agency (EPA) issued new regulations requiring specific industries and construction sites to apply for National Pollutant Discharge Elimination System permits for point source discharges of storm water. The list of industries for which specific discharge requirements have been established is provided in Appendix A to 40 CFR 122. The National Pollutant Discharge Elimination System permit program was also extended to large and medium cities that own and operate municipal separate storm sewer systems under 40 CFR 122.26.

The Georgia Environmental Protection Division under Chapter 391-3-6: Water Quality Control establishes state rules for storm water control. These rules apply primarily to new development and other construction activities occurring in sensitive watershed areas.

The University Storm Water Program Manual provides specific program implementation procedures (under development).

### **Responsibilities and Procedure**

Responsibilities and the procedure for achieving and maintaining compliance with storm water requirements on campus are provided in the Storm Water Program Manual.

Responsibilities and the procedure for achieving and maintaining compliance with State storm water requirements for remote facilities are consistent with the general guidance provided in the Environmental Management Plan Part I, Organization and Policy.

Valdosta State University utilizes the BOR Environmental Health and Safety Guidelines for Storm Water Permitting, available at <http://www.usg.edu/ehs/guidelines/npdes.phtml>.

## WASTE MANAGEMENT

### Introduction

The purpose of this section is to provide the procedural framework describing how Valdosta State University manages its solid waste in compliance with federal Environmental Protection Agency (EPA), State, and local regulations.

### Scope

The scope of solid waste management at Valdosta State University encompasses a broad range, as outlined below.

Non-hazardous	Chemical Waste
Construction/Demolition Debris	Radioactive Waste
Land Clearing Debris	Universal Waste
Yard Waste	Medical Waste
Municipal Solid Waste	
Paper	General Waste
Cardboard	Sharps and Blood and Body Fluids (<=20 ml)
Plastics	
White Goods	Regulated Medical Waste
Fluorescent Tubes	Pathological
Used Oil	Microbiological
Equipment	Blood and Body Fluids (> 20 ml)
Asbestos-containing Materials	Surplus Equipment

### Definitions

*Agricultural wastes* means waste materials produced from the raising of plants and animals, including animal manures, bedding, plant stalks, hulls, and vegetable matter.

*Biological Waste* means organic non-pathological waste, including dead animals, animal parts, and tissue.

*Blood products* means all bulk blood and blood products.

*Construction or demolition* when used in connection with *waste* or *debris* means solid waste resulting solely from construction, remodeling, repair, or demolition operations on pavement, buildings, or other structures, but does not include inert debris, land-clearing debris or yard debris.

*Garbage* means all putrescible wastes, including animal offal and carcasses, and recognizable industrial byproducts, but excluding sewage and human waste.

*Generator* is any person whose act or process produces waste. At Valdosta State University, and for the purpose of this document, this would be the Principal Investigator, Laboratory Supervisor, Manager or other person responsible for a local area in which chemicals are used or stored. "Generator" will also be used for matters pertaining to the University as a whole.

*Hazardous waste* is any solid waste that is ignitable, corrosive, reactive, or toxic, a listed hazardous material, or contains a listed hazardous material.

*Inert debris* means solid waste which consists solely of materials that is virtually inert and that is likely to retain its physical and chemical structure under expected conditions of disposal.

*Land-clearing waste* means solid waste which is generated solely from land-clearing activities such as stumps, trees, limbs, brush, grass, and other naturally occurring vegetative material.

*Medical waste* means any solid waste which is generated in the diagnosis, treatment, or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biological materials, but does not include any hazardous waste identified or listed pursuant to this Article, radioactive waste, and household waste as defined in 40 Codes of Federal Regulations Section 261.4(b)(1) in effect on July 1, 1989, or those substances excluded from the definition of solid *waste* in this section.

*Microbiological wastes* means and includes cultures and stocks of etiologic agents. The term includes cultures of specimens from medical, pathological, pharmaceutical, research, commercial, and industrial laboratories.

*Municipal solid waste* means any solid waste resulting from the operation or residential, commercial, industrial, governmental, or institutional establishments that would normally be collected, processed, and disposed of through a public or private solid waste management service. Municipal solid waste does not include hazardous waste, sludge, or solid waste from mining or agricultural operations.

*Non-regulated Hazardous Waste* is any solid waste that is technically not a "hazardous waste", but may pose a significant hazard to human health or the environment, or is unacceptable at local solid waste management facilities. Sanitary (municipal) landfills cannot accept liquids or contained gaseous wastes. Wastewater treatment plants must operate within specific limits for their sludge's and treated effluent.

*Open dump* means a solid waste disposal site which is not a sanitary landfill

*Operator* means any person, including the owner, who is principally engaged in, and is in charge of, the actual operation, supervision, and maintenance of a solid waste management facility and includes the person in charge of a shift or periods of operation during any part of the day.

*Pathogens* means organisms that are capable of producing infection or diseases, often found in waste materials.

*Pathological wastes* means and includes human tissues, organs, body parts, secretions and excretions, blood and body fluids that are removed during surgery and autopsies; and the carcasses and body parts of all animals that were exposed to pathogens in research, were used in the production of biological materials or in the in vivo testing of pharmaceuticals, or that died of known or suspected infectious disease.

*Putrescible* means solid waste capable of being decomposed by microorganisms with sufficient rapidity as to cause nuisances from odors and gases, such as kitchen wastes, offal and carcasses.

*Radioactive waste* means materials that have become contaminated during research protocols. These may be solid (e.g. gloves, absorbent paper, pipette tips, etc.), liquid (e.g. solutions, buffers, rinses, etc.), biological/animal carcass (e.g. animal carcasses, pathological waste, microbiological waste, etc.) or sharps/broken glass (e.g. needles, razor blades, Pasteur pipettes, broken glass, etc.).

*Recovered materials* means those materials which have known recycling potential, can be feasibly recycled, and have been diverted or removed from the solid waste stream for sale, use, or reuse by separation, collection, or processing.

*Recyclable material* means those materials which are capable of being recycled and which would otherwise be processed or disposed of as solid waste.

*Refuse* means all non-putrescible waste

*Regulated medical waste* means blood and body fluids in individual containers in volumes greater than 20 ml, microbiological waste, and pathological waste that have not been treated pursuant to 391-3-4-.15 (6) of the Georgia Environmental Protection Division Solid Waste Management Rules.

*Resource recovery* means the process of obtaining material or energy resources from discarded solid waste which no longer has any useful life in its present form and preparing the solid for recycling.

*Sharps* means and includes needles, syringes, and scalpel blades.

*Solid waste* means any hazardous or non-hazardous garbage, refuse or sludge from a waste treatment plant, water supply treatment plant or air pollution control facility, domestic sewage and sludge's generated by the treatment thereof in sanitary sewage collection, treatment and disposal systems, and other material that is either discarded or is being accumulated, stored or treated prior to being discarded, or has served its original intended use and is generally discarded, including solid, liquid, semisolid or contained gaseous material resulting from industrial, institutional, commercial and agricultural operations, and from community activities.

Solid waste does not include recovered materials; solid or dissolved materials in domestic sewage; solid or dissolved materials in irrigation return flows or industrial discharges that are point sources subject to permit under 33 U.S.C. Section 1342; or source, special nuclear, or by-

product material as defined by the federal Atomic Energy Act of 1954, as amended (68 Stat. 923).

*Special wastes* mean solid wastes that can require special handling and management, including white goods, whole tires, used oil, lead-acid batteries, and medical wastes.

*White goods* includes refrigerators, ranges, water heaters, freezers, unit air conditioners, washing machines, dishwashers, clothes dryers, and other similar domestic and commercial large appliances.

*Yard waste* means *yard trash and land-clearing debris* as defined in Georgia Environmental Protection Division Rules, Chapter 391-3-4-.01, including stumps, limbs, leaves, grass, and untreated wood.

*Used oil* means any oil which has been refined from crude oil or synthetic oil and, as a result of use, storage, or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties, but which may be suitable for further use and is economically recyclable.

### **Biological, Medical, and Related Waste**

Biohazards are biological agents or substances present in or arising from the work environment. They present or may present a hazard to the health or well-being of the worker or the community. Biological agents and substances include infectious and parasitic agents, non-infectious microorganisms, such as fungi, yeasts, algae, plants and plant products, and animals and animal products that cause occupational disease. Generally, biohazards are:

- Infectious microorganisms
- Toxic biological substances
- Biological allergens
- Any combination of the above

Biological/medical waste includes a broad range of waste types that are excluded from disposal as a municipal solid waste. Medical waste means any solid waste generated in the diagnosis, treatment, or immunization of human beings or animals, in research, or in the production or testing of biological materials.

### ***Regulated Medical Waste***

Regulated medical waste means, microbiological waste, pathological waste and blood and body fluids in individual containers in volumes greater than 20 ml.

***Microbiological waste*** means cultures and stocks of infectious agents including specimens from medical, pathological and research labs.

***Pathological waste*** means human tissues, organs and body parts; the carcasses and body parts of all animals known to have been exposed to pathogens; animals having died of a known or suspected disease transmissible to humans.

***Blood and body fluids*** means liquid blood, serum, plasma, other blood products, emulsified human tissue, spinal fluids, pleural and peritoneal fluids.

***Sharps*** means needles, syringes with attached needles, capillary tubes, slides and cover slips, and scalpel blades

### **Universal Waste**

*Universal Waste* is a broad term the Environmental Protection Agency uses to identify certain widely generated wastes. The Universal Waste regulations have streamlined hazardous waste management standards for the federal universal wastes (batteries, pesticides, thermostats, and lamps). The regulations govern the collection and management of these widely generated wastes. This facilitates the environmentally-sound collection and increases the proper recycling or treatment of the universal wastes mentioned above.

These regulations also facilitate programs developed to reduce the quantity of these wastes going to municipal solid waste landfills or combustors. It assures that the wastes subject to this system will go to appropriate treatment or recycling facilities pursuant to the full hazardous waste regulatory controls.

States can modify the universal waste rule and add additional universal waste in individual state regulations so check with your state for the exact regulations that apply to you.

### ***Specific Universal Wastes***

***Batteries*** (40 CFR 273.6): Discarded nickel cadmium and other types of batteries (electrically connected electrochemical cells) are included in this definition. Batteries become "wastes" on the date they are discarded—such as when batteries are sent for reclamation. Of importance in this definition is the Environmental Protection Agency's inclusion that a battery is a waste if has been used, or if it is an unused battery that the owner decides to discard.

***Batteries that are not universal wastes:*** Car batteries regulated under 40 CFR 266.80, the rules covering lead-acid battery reclamation, are exempt from both the universal and other federal hazardous waste regulations.

***Pesticides*** (40 CFR 273.3): Certain federally recalled pesticides become universal wastes on the date when the chemical meets both of the following conditions: the generator agrees to participate in the recall and the people conducting the recall decide to discard the pesticides.

Those pesticides classified as universal wastes include: stocks of a suspended and canceled chemical that is part of a mandatory or voluntary Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) recall; stocks of suspended or canceled pesticides; or stocks of other unused pesticides that are collected and managed as part of a pesticide-waste collection program.

***Mercury-containing thermostats*** (40 CFR 273.4): the Environmental Protection Agency's definition is: "(a) temperature control device that contains metallic mercury in an ampoule attached to a bimetal sensing element, and mercury-containing ampoules that have been removed from these devices in compliance with 40 CFR 273.13 or 40 CFR 273.33 " (40 CFR 273.6).

Similar to the definition of battery, a used liquid mercury containing thermostat or thermometer becomes a universal waste on the day it is discarded (e.g., sent for reclamation), and an unused thermostat becomes waste when its owner decides to discard it. Note, however, that a thermostat is hazardous waste if it meets one of the characteristics of hazardous waste, as identified in 40 CFR 261.

*Lamp, also referred to as "universal waste lamp":* is defined as the bulb or tube portion of an electric lighting device. A lamp is specifically designed to produce radiant energy, most often in the ultraviolet, visible, and infra-red regions of the electromagnetic spectrum. Examples of common universal waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps.

*Household and conditionally exempt wastes:* Another intended benefit of this rule is to divert wastes presently being disposed in municipal landfills to being recycled. Under the universal waste rule, batteries, pesticides, and thermostats from homes and conditionally exempt small quantity generators (those generating less than 100 kilograms (kg) of hazardous waste and less than 1 kg of acutely hazardous waste a month) have the optional of being managed as universal wastes (40 CFR 273.5).

*Commingled wastes:* Finally, any waste that is commingled with a universal waste must be managed as a universal waste.

## **Responsibilities**

### *Environmental and Occupational Safety*

Environmental and Occupational Safety is responsible for providing guidelines and training (as requested), tracking regulatory requirements, ensuring that the following procedure accurately reflects current requirements, and auditing program implementation.

At the request of the waste generator or facility operator, Environmental and Occupational Safety will review and provide assistance for acquisition and management of waste management contracts.

### *Waste Generator*

For the purpose of this procedure, the waste generator is the individual responsible for handling or use of the material being offered for disposal or removal. This applies to all waste, from simple to complex. The person making the initial decision affecting how waste is offered for removal/recycling is most knowledgeable about the nature of the material. It is the generator's responsibility to understand how to properly manage waste.

The generator (e.g., Principal Investigator or supervisor) is responsible for determining if a material is spent or intended for discard, thereby a waste material. The generator must determine if the material is a hazardous waste by characteristic or specific constituents. The hazardous waste generator is also responsible for recognizing opportunities for waste minimization.

The organization responsible for managing non-hazardous solid waste is responsible for providing collection devices, removal equipment, and trained personnel for managing specific categories of waste.

A facility operator or property manager who offers waste for removal or enters into an agreement for waste management services is responsible for ensuring the facility or operation for which they have responsibility is in compliance with all pertinent federal, state and local requirements and the activity is consistent with University policies and programs.

### **Procedures**

Waste management procedures are presented by waste type.

#### ***Non-hazardous***

Physical Plant and Facilities Planning is responsible for the management of the following waste streams:

- Construction and building demolition debris from Physical Plant and Facilities Planning projects
- Municipal solid waste

#### ***Recyclable Wastes***

Valdosta State University recycles a diverse set of waste. Physical Plant and Environmental and Occupational Safety share the responsibilities for recycling the following:

Tires	Motor Oil
Batteries (lead acid)	Scrap Metal
Freon	Pallets
Anti-Freeze	Yard Waste
PCB/Non-PCB Ballasts	PCB/Non-PCB Transformers

#### ***Fluorescent Tubes***

Spent fluorescent tubes generated on the main campus are **not** to be disposed of as a municipal solid waste.

Spent fluorescent tubes generated during routine building maintenance are picked up on an established schedule. The building maintenance supervisor is responsible for training his or her maintenance staff on tube management.

Tubes generated from re-lamping projects are recycled as part of the project. It is the responsibility of the Physical Plant and Facilities Planning to ensure that the contractor for those projects incorporates tube recycling costs and logistics into the project plan.

#### ***Construction/Demolition Debris - Contracted Projects***

Proper disposal of contractor-generated construction and demolition debris generated on a project is the responsibility of the contractor.

Management of any hazardous waste generated by a construction project will be coordinated with Environmental and Occupational Safety.

### ***Chemical Waste***

The University hazardous waste program is described in the Manual for Chemical Waste Management (under development). Contact Environmental and Occupational Safety at 293-6171 for more information.

### ***Radioactive Waste***

The University radioactive waste management program is described in the Valdosta State University Manual for Protection against Radiation (under development). Contact Environmental and Occupational Safety at 293-6171 for more information.

### ***Biological/Medical Waste***

Sharps must be packaged in a rigid container, which is leak-proof when in an upright position and is puncture resistant.

Pathological waste is excluded from disposal with the municipal waste stream and must be disposed of by incineration. See Incineration discussion (below) for details.

Blood and body fluids in volumes less than 20 ml are not Regulated Medical Wastes and may be disposed of by incineration or to the sanitary sewer.

Regulated Medical Wastes, after treatment, may be handled as general solid waste (Municipal Solid Waste). Treatment methods are described in the Valdosta State University Biosafety Manual.

Sterilization/disinfection methods for each waste type are described in the Valdosta State University Biosafety Manual.

Incineration of wastes is provided under contract to the departments requiring this service. Wastes to be incinerated must be placed in plastic bags and then placed in the containers provided. For information on this procedure contact Environmental and Occupational Safety at 293-6171.

### ***Asbestos-Containing Waste***

#### ***General Guidance***

The majority of asbestos waste at Valdosta State University, both friable and non-friable, is generated during renovation/construction projects. A certified contractor is used to remove the asbestos containing materials and dispose of them properly.

#### ***Identifying Asbestos***

To determine if a material or item contains asbestos, please contact the Environmental and Occupational Safety Office at 293-6171.

### ***Surplus Equipment***

Surplus equipment is subject to the University Surplus Equipment Procedure. Equipment being processed for surplus must not contain any hazardous materials or substances.

Hazardous waste generated through removal of hazardous materials or substances from equipment surplus is managed through the Hazardous Waste Program. The Surplus Equipment Procedure is available from Central Warehouse.

## **PETROLEUM, OIL, AND LUBRICANTS MANAGEMENT**

### **Introduction**

The purpose of this section is to ensure that the operation of, or actions involving, underground and aboveground storage tanks (UST's and AST's) comply with Federal and State regulations.

### **Scope**

This procedure applies to all planned and existing underground storage tanks and aboveground storage tanks containing petroleum products.

For the purpose of this procedure, those aboveground storage tanks that are required to have a spill plan are defined as permitted tanks.

### **Definitions**

*Existing tank system* means a tank system used to contain an accumulation of regulated substances or for which installation has commenced on or before December 22, 1988.

*Farm tank* is a tank located on a tract of land devoted to the production of crops or raising animals, including fish, and associated residences and improvements. A farm tank must be located on the farm property. "Farm" includes fish hatcheries, rangeland and nurseries with growing operations.

*Hazardous substance UST system* means an underground storage tank system that contains a hazardous substance defined in section 101(14) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (not including any substance regulated as a hazardous waste under subtitle C) or any mixture of such substances and petroleum, and which is not a petroleum underground storage tank system.

*Heating oil* means petroleum that is No. 1, No. 2, No. 4 -- light, No. 4 -- heavy, No. 5 - light, No. 5 - heavy, or No. 6 technical grades of fuel oil; other residual fuel oils (including Navy Special Fuel Oil and Bunker C) and other fuels when used as substitutes for one of these fuel oils. Heating oil is typically used in the operation of heating equipment, boilers, or furnaces.

*Motor fuel* means petroleum or a petroleum-based substance that is motor gasoline, aviation gasoline, No. 1 or No. 2 diesel fuel, or any grade of gasohol, and is typically used in the operation of a motor engine.

*New tank system* means a tank system that will be used to contain an accumulation of regulated substances and for which installation has commenced after December 22, 1988. (See also "Existing Tank System.")

*Noncommercial purposes* (with respect to motor fuel) means not for resale.

*Operator* means any person in control of or having responsibility for the daily operation of the aboveground or underground storage tank system

*Tank* is a stationary device designed to contain an accumulation of regulated substances and constructed of non-earthen materials (e.g. concrete, steel, plastic) that provide structural support.

*Petroleum Underground Storage Tank system* means an underground storage tank system that contains petroleum or a mixture of petroleum with de minimis quantities of other regulated substances. Such systems include those containing motor fuels, jet fuels, distillate fuel oils, residual fuel oils, lubricants, petroleum solvents, and used oils.

### **Regulations/References**

Federal underground storage tank regulations 40 CFR 280

Federal aboveground storage tank regulators 40 CFR 113

State underground storage tank regulations Georgia Department of Natural Resources,

Environmental Protection Division, Chapter 391-3-12: Underground Gas Storage

Spill Prevention Control and Countermeasures Plans

Operating Permits for UST's

### **Responsibilities**

As described in the Design Review section of the Environmental Health and Safety Management Plan, Physical Plant and Facilities Planning and Environmental and Occupational Safety are responsible for ensuring that adequate review is given to identify tank-related issues for projects.

Environmental and Occupational Safety is responsible for providing project-related guidance on tank issues.

Environmental and Occupational Safety will assist tank owner/operators in establishing compliance management procedures.

Environmental and Occupational Safety will maintain the tank data for the University.

Tank owner/operators will be responsible for operating tanks under their responsibility in compliance with all pertinent regulations and meeting all permit conditions, as appropriate.

## **MANAGEMENT OF POLYCHLORINATED BIPHENYLS (PCBs)**

### **Introduction**

The purpose of this section is to establish a procedure to ensure that the operations and actions involving polychlorinated biphenyl-containing equipment comply with Federal and State regulations.

Federal polychlorinated biphenyl regulations allow in-service polychlorinated biphenyl equipment to remain in service. While in service, the equipment must be labeled and periodically inspected. Any leaks detected must be corrected. Once taken out of service, polychlorinated biphenyl equipment can be stored for disposal for one year in a specially designed storage area. Polychlorinated biphenyl fluids must be disposed of by incineration and polychlorinated biphenyl equipment (less the fluid) must be disposed of in a specially licensed landfill.

### **Scope**

This procedure applies to all known and suspected polychlorinated biphenyl -containing equipment. Uses of polychlorinated biphenyls most likely to be found on the University campus include:

- Transformers
- Capacitors
- Heat transfer systems
- Hydraulic systems
- Electromagnets
- Switches and voltage regulators
- Circuit breakers, re-closers, and cables

### **Definitions**

*Fluorescent light ballast* means a device that electrically controls fluorescent light fixtures and that includes a capacitor containing 0.1 kg or less of dielectric.

*Capacitor* means a device for accumulating and holding a charge of electricity and consisting of conducting surfaces separated by a dielectric. Types of capacitors are as follows:

*Small capacitor* means a capacitor that contains less than 1.36 kg (3 lbs.) of dielectric fluid. The following assumptions may be used if the actual weight of the dielectric fluid is unknown. A capacitor whose total volume is less than 1,639 cubic centimeters (100 cubic inches) may be considered to contain less than 1.36 kg (3 lbs.) of dielectric fluid and a capacitor whose total volume is more than 3,278 cubic centimeters (200 cubic inches) must be considered to contain more than 1.36 kg (3 lbs.) of dielectric fluid. A capacitor whose volume is between 1,639 and 3,278 cubic centimeters may be considered to contain less than 1.36 kg (3 lbs.) of dielectric fluid if the total weight of the capacitor is less than 4.08 kg (9 lbs.)

*Large high voltage capacitor* means a capacitor that contains 1.36 kg (3 lbs.) Or more of dielectric fluid and which operates at 2,000 volts (A.C. or D.C.) or above.

*Large low voltage capacitor* means a capacitor that contains 1.36 kg (3 lbs.) or more of dielectric fluid and which operates below 2,000 volts (A.C. or D.C.)

*Excluded PCB products* means PCB materials that appear at concentrations less than 50 parts per million, including but not limited to:

1. Non-Aroclor inadvertently generated PCBs as a byproduct or impurity resulting from a chemical manufacturing process.
2. Products contaminated with Aroclor or other PCB materials from historic PCB uses (investment casting waxes are one example).

3. Recycled fluids and/or equipment contaminated during use involving the products described in paragraphs (1) and (2) of this definition (heat transfer and hydraulic fluids and equipment and other electrical equipment components and fluids are examples).
4. Used oils, provided that in the cases of paragraphs (1) through (4) of this definition:
  - a. The products or source of the products containing less than 50 parts per million concentration PCBs were legally manufactured, processed, distributed in commerce, or used before October 1, 1984;
  - b. The products or source of the products containing less than 50 parts per million concentration PCBs were legally manufactured, processed, distributed in commerce, or used, i.e., pursuant to authority granted by EPA regulation, by exemption petition, by settlement agreement, or pursuant to other Agency-approved programs;
  - c. The resulting PCB concentration (i.e. below 50 parts per million) is not a result of dilution, leaks and spills of PCBs in concentrations over 50 parts per million.

*Generator of PCB Waste* means any person whose act or process produces PCBs that are regulated for disposal under subpart D of this part; or whose act first causes PCBs or PCB items to become subject to the disposal, requirements of subpart D of this part; or who has physical control over the PCBs when a decision is made that the use of the PCBs has been terminated and therefore is subject to the disposal requirements of subpart D of this part. Unless another provision of this part specifically requires a site-specific meaning, "generator of PCB waste" includes all of the sites of PCB waste generation owned or operated by the person who generates PCB waste.

*Non-PCB Transformer* means any transformer that contains less than 50 parts per million PCB; except that any transformer that has been converted from a PCB Transformer or a PCB-Contaminated Transformer cannot be classified as a non-PCB Transformer until reclassification has occurred.

*PCB Article* means any manufactured PCB item (other than a PCB container) that contains PCBs and whose surface has been in direct contact with PCBs. PCB articles include capacitors, transformers, electric motors, circuit breakers, re-closers, voltage regulators, switches (including sectionalizers and motor starters), electromagnets, cable, hydraulic machines, pumps, and pipes. PCB article also includes any other manufactured item which is formed to a specific shape or design during the manufacturing process, has end-use functions dependent in whole or in part upon its shape or design, and has no change of chemical composition, which has no commercial purpose separate from that of the PCB article.

*PCB-Contaminated electrical equipment* means any electrical equipment including but not limited to transformers (including those used in railway locomotives and self-propelled cars), capacitors, circuit breakers, re-closers, voltage regulators, switches (including sectionalizers and motor starters), electromagnets, and cable, that contain 50 parts per million or greater PCB, but less than 500 parts per million PCB. Oil-filled electrical equipment other than circuit breakers, re-closers, and cable whose PCB concentration is unknown must be assumed to be PCB-Contaminated Electrical Equipment.

*PCB Equipment* means any manufactured item, other than a PCB container or a PCB Article Container, which contains a PCB Article or other PCB Equipment, and includes microwave ovens, electronic equipment, and fluorescent light ballasts and fixtures.

*PCB Item* is defined as any PCB Article, PCB Article Container, PCB Container, or PCB Equipment, that deliberately or unintentionally contains or has a part of it any PCB or PCBs.

*PCB Transformer* means any transformer that contains 500 parts per million PCB or greater.

*PCB waste(s)* means those PCBs and PCB Items that are subject to the disposal requirements of subpart D of this part.

Unless otherwise marked, any piece of electrical equipment manufactured prior to 1977 is considered to contain PCBs at above the 50 parts per million.

### **Regulations/References**

Federal PCB regulations are provided in 40 CFR 761.

State requirements for storage and disposal are provided in Georgia Environmental Protection Division Rules, Chapter 391-3-4-.04(6).

### **Responsibilities**

As described in the Design Review section of the Environmental and Occupational Safety Management Plan, Physical Plant and Facilities Planning is responsible for ensuring that adequate review is given to identify PCB-related management and disposal issues.

Environmental and Occupational Safety is responsible for providing guidance for meeting regulatory requirements associated with PCB management.

Environmental and Occupational Safety will identify necessary procedures and provide approval of procedures for identification, inspection, maintenance, and/or storage of affected equipment.

The owner/operator of PCB equipment is responsible for maintaining necessary records for the equipment under his/her control.

### **Procedure**

#### *Project Requirement*

1. Installation of new equipment  
Installation of new equipment associated with a project should be non-PCB containing. Any exception to this should be discussed with Environmental and Occupational Safety.
2. Removal of old equipment  
Electrical or other equipment potentially containing PCBs, for which there is no information on PCB level, will be assumed to contain PCBs if the date of manufacture is before 1977.

Small pieces of equipment, such as light ballasts, which may contain PCBs and for which no information on PCB content is provided, should be placed in a suitable container (e.g., drum) and managed as a PCB-containing waste. (see Valdosta State University Chemical Waste Management Program Waste Generator Manual).

Larger PCB-containing equipment (e.g., transformer) removed from service may be placed in storage for eventual disposal or immediately shipped for disposal. Placing this equipment into storage has a number of associated requirements, including marking, storage area design and construction, and record-keeping. Environmental and Occupational Safety should be consulted to establish specific requirements and procedures for PCB-containing equipment storage.

Equipment removed from service that is either known to not contain PCBs or has a manufacture date after 1977, can be managed as non-PCB containing. Requirements placed on this equipment follow normal equipment disposal guidelines.

### 3. PCB Reduction Action

Actions taken to reduce PCB levels in existing equipment should be coordinated with Environmental and Occupational Safety.

#### *Operational Requirements*

Use of known PCB-containing equipment is allowed. Provisions for keeping PCB-containing equipment in service primarily involve inspection and record keeping. These procedures should be developed in coordination with Environmental and Occupational Safety.

## **HAZARDOUS MATERIALS MANAGEMENT**

### **Introduction**

Hazardous materials are a necessary part of University operations. A wide range of hazardous chemicals are used in both research and operational settings.

### **Scope**

The Occupational Safety and Health Administration identifies two sources that list hazardous chemicals; 29CFR 1910, Subpart Z, Toxic and Hazardous Substances and the American Conference of Governmental Industrial Hygienists Threshold Limit Values.

Other lists of hazardous materials are: Superfund Amendments and Reauthorization Act (SARA) Section 302 Extremely Hazardous Substances (42 USC 11000 et seq.). Comprehensive Environmental Response, Compensation and Liability Act Hazardous Substances (42 USC 9601 et. seq.), or Section 311 of the Clean Water Act, as amended (33 USC 1251 et. seq.): oil and hazardous substances.

### **Regulations/References**

Safety and Health Management Plan, Procedures for the Use of Hazardous Materials  
Valdosta State University Chemical Waste Management Program

## **Responsibilities**

The owner of the hazardous material is responsible for safe storage, use, and transport of the material and proper disposal of any waste.

Environmental and Occupational Safety provides regulatory requirements and assists, as requested by the hazardous materials owner, with procedure development to meet appropriate requirements.

## **Procedure**

Hazardous materials management is discussed in the Safety and Health Management Plan.

## **NATURAL RESOURCES**

### **Introduction**

The purpose of this section is to establish procedures to ensure that University actions and operations comply with Federal and State regulations concerning natural resources management.

### **Scope**

This procedure applies to all University activities. Natural resource issues managed under this procedure include:

Threatened and Endangered Species

Natural resources

- Wetlands and Floodplains
- Surface Waters
- Land Resources

### **Definitions**

Currently, Federal regulations define *wetlands* as those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions (33 CFR 328.3; 40 CFR 230.3). In other words, any areas that are "wet" at any time during the year may be considered wetlands. The exact boundaries will depend on technical criteria for vegetation, hydrology, and soils.

### **Regulations/References**

50 CFR 402 and 17 Threatened and Endangered Species

Clean Water Act (Section 404 Permits for Dredged or Fill Materials): 33 USC 1344

The Environmental Protection Agency Interim Regulations on Discharge of Dredged or Fill Material into Navigable Waters: 40 CFR 230

The Environmental Protection Agency Rule on Activities Exempt from Dredge or Fill: 40 CFR 232

EPA Regulations on State Permit Program: 40 CFR 233

Army Corps of Engineers Regulations: 33 CFR 320 to 330

## **Responsibilities**

As described in the Design Review section of the Environmental Management Plan, Physical Plant and Facilities Planning is responsible for ensuring that adequate review is given to identify natural resources-related issues.

Environmental and Occupational Safety is responsible for providing assistance and review for meeting natural resources management regulatory requirements, as requested by Physical Plant and Facilities Planning.

The facility manager for remote operations is responsible for ensuring that his/her facility is in compliance with environmental regulations affecting natural resources.

## **DRINKING WATER**

### **Introduction**

The Valdosta State University Main Campus obtains its water from the City of Valdosta. Therefore, the University is not a drinking water supplier, but rather a customer. However, the University has the potential to affect drinking water before it is provided to the public.

The Safe Drinking Water Act (SDWA) was enacted in 1974. The act required EPA to set national health-based standards for levels of contaminants in drinking water and protection for sole source aquifers. The State administers its drinking water protection program as required by Chapter 391-3-5 Georgia Environmental Protection Division Rules for Safe Drinking Water.

### **Scope**

This procedure applies to all University facilities and operations.

### **Definitions**

*Non-community water system* means a public water system that is a non-community system.

*Person* means an individual, corporation, company, association, partnership, municipality, or State, Federal, or tribal agency.

*Supplier of water* means any person who owns or operates a public water system.

*Public water system* means a system that provides water to the public for human consumption through pipes or other constructed conveyances, if such system has at least fifteen service connections or regularly serves an average of twenty-five individuals daily, at least 60 days out of the year. Such term includes (1) any collection, treatment, storage and distribution facilities under control of the operator of such system and used primarily in connection with such system, and (2) any collection or pretreatment storage facilities not under such control, which are used primarily in connection with such system. Such term does not include any "special irrigation district." A public water system is a "community water system," a "non-transient non-community water system" or a "transient non-community water system."

**Regulations/References**

Safe Drinking Water Act of 1974 (42 USC 300f-300j)

OCGA 12-5-170 Georgia Safe Drinking Water Act of 1977

OCGA 12-5-470 Georgia Water Supply Act

OCGA 12-5-120 Georgia Water Well Standards Act

391-3-5 Georgia Environmental Protection Division Rules for Safe Drinking Water

**Responsibilities**

As described in the Design Review Section of the Environmental Management Plan, Physical Plant and Facilities Planning is responsible for ensuring that adequate review is given to identify project impacts on the drinking water system.

The operator or facility manager is responsible for managing the property or water supply system to ensure that drinking water meets appropriate standards.

Environmental and Occupational Safety is responsible for providing assistance, as requested, on drinking water issues.

Permitting of new or modified drinking water systems will be coordinated by Environmental and Occupational Safety.

**Procedure**

Any project that involves installation, repair or maintenance, or abandonment of a permitted or permit-required water supply well will be discussed with Environmental and Occupational Safety.

Any project that would place the University in a position of becoming a "supplier of water" must be discussed with Environmental and Occupational Safety.

**PESTICIDES MANAGEMENT****Introduction**

The Environmental Protection Agency regulates pesticides under three major federal statutes. Under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), EPA registers pesticides for use in the United States and prescribes labeling and other regulatory requirements to prevent unreasonable adverse effects on health or the environment. Under the Federal Food, Drug, and Cosmetic Act (FFDCA), the Environmental Protection Agency establishes tolerances (maximum legally permissible levels) for pesticide residues in food. For over two decades, there have been efforts to update and resolve inconsistencies in these two major pesticide statutes, but consensus on necessary reforms remained elusive. The Food Quality Protection Act of 1996 amended both major pesticide laws to establish a more consistent, protective regulatory scheme, grounded in sound science. It mandates a single, health-based standard for all pesticides in all foods; provides special protections for infants and children; expedites approval of safer pesticides; creates incentives for the development and maintenance of effective crop protection tools for American

farmers; and requires periodic re-evaluation of pesticide registrations and tolerances to ensure that the scientific data supporting pesticide registrations will remain up to date in the future.

In addition to federal regulations, persons involved in the sale, distribution or use of pesticides in Georgia are governed by certain state laws such as (1) the Georgia Pesticide Control Act of 1976 which regulates the labeling, distribution, storage, transportation, use and disposal of pesticides; and (2) the Georgia Pesticide Use and Application Act of 1976 which regulates the use and application of pesticides to control pests.

Valdosta State University uses pesticides in a variety of settings including both research and operational.

### **Scope**

This procedure applies to all University uses of pesticides; both research and operational

### **Definitions**

*Pesticide* means: (A) Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pests; and (B) Any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.

*Restricted use pesticide* means any pesticide whose label bears one or more uses which have been classified as restricted by the administrator of the Environmental Protection Agency.

*Highly toxic pesticide* means any pesticide determined to be a highly toxic pesticide under the authority of Section 25(c)(2) of FIFRA or by the Commissioner under paragraph (2) of subsection (a) of Code Section 2-7-63.

*Permit* means a written certificate issued by the Commissioner or his authorized agent, authorizing the purchase, possession, or use, or any combination thereof, of certain pesticides or pesticide uses defined in paragraphs (31) and (33) of this Code section.

### **Regulations/References**

40 CFR 1, Environmental Protection Agency, Subpart E Pesticide Programs,  
Part 152–180

Rules of Georgia Pesticide Control Act of 1976

Rules of Georgia Pesticide Use and Application Act of 1976

Rules Regarding Pesticide Applicator Posting

29 CFR 1910, Safety and health standards that govern the storage and handling of flammable and combustible liquids.

### **Responsibilities**

The individual acquiring and using pesticides is responsible for ensuring that all appropriate requirements for storage, transport, use, record keeping, and disposal are met.

The supervisor of the individual handling and/or using the pesticide is responsible for ensuring that the individual under his/her supervision has the appropriate training and license(s).

Environmental and Occupational Safety is responsible for providing guidance on the proper usage, storage, and handling of pesticides.

### **Procedure**

All activities associated with the project-related or operational use of pesticides is the responsibility of pesticide users and/or contractors.

Contractors used for pest management must have current State licenses for the types of applications being performed.

Requirements for storage, handling and usage of pesticides are described in the Safety and Health Management Plan.

Requirements for empty container management and waste disposal are provided in the Chemical Waste Management Program.

## **HISTORIC PRESERVATION**

### **Introduction**

Valdosta State University is committed to protecting historic resources within our campus. More information on Historic Preservation within the USG is found at <http://www.usg.edu/ref/capital/historical.phtml>.

### **Regulations/References**

National Historic Preservation Act of 1966, codified at:

36 CFR 800

36 CFR 63

36 CFR 60

Archeological Resources Protection Act of 1979, codified at:

18 CFR 1312

32 CFR 229

36 CFR 296

43 CFR 7

The Georgia Environmental Policy Act of 1991 (GEPA) (O.C.G.A. 12-16-1)

### **Responsibilities**

As described in the Design Review section of the Environmental Management Plan, Physical Plant and Facilities Planning is responsible for ensuring that adequate review is given to identify potential project impacts on cultural or historic resources.

Environmental and Occupational Safety is responsible for maintaining this procedure to ensure compliance with federal and state cultural and historic requirements.

Physical Plant and Facilities Planning is responsible for maintaining the inventory of National Register of Historic Places property owned by the University.

If a proposed project will affect a historic district, approval must be sought from the Georgia Historic Preservation Division using the following guidelines:

At a minimum, the Historic Preservation Division (HPD) will need to receive the following information in order to conduct a review of any proposed undertaking in accordance with **the State Agency Historic Property Stewardship Program (State Stewardship)** and/or **the Georgia Environmental Policy Act (GEPA)**:

1. Detailed description of the proposed undertaking, information on the state agency's involvement, which triggered the review process, and a request for HPD's review in accordance with the appropriate legislation.
2. Information on any historic buildings, districts, structures, objects or sites that are known to be fifty years old or older that may be physically or visually affected by the proposed project.
3. Information on the context of the project and how it fits into the agency/campus master plan.
4. A USGS quad/topographic map indicating the location of the proposed project and its area of potential effect (i.e. delineation of where the project will have physical and/or visual effects on nearby and/or adjacent structures/sites).
5. The potential for archaeological resources with projects involving ground-disturbance/new construction, should be discussed in the submitted documentation, and any cultural resource surveys or reports that have been carried out on the site should be sent to HPD for review and comment. **(For further guidance on archaeological requirements, please contact the Archaeological Services Unit, at 404-656-2840.)**
6. Original 35 mm or high-resolution digital photographs of the proposed project area/structure and all buildings that appear to be fifty years old or older that are adjacent to or within view of the project area. For projects involving the alteration, rehabilitation or demolition of buildings, please provide interior and exterior photographs whenever possible (including all facades and significant architectural details). All photographs should be keyed to a site map indicating their location and direction of view.
7. For projects involving the alteration, rehabilitation or demolition of buildings, please provide preliminary concept drawings and specifications. If demolition is proposed, please include information on what will be constructed on the project site, and what alternatives to demolition were considered and why such alternatives were determined not to be feasible.
8. In some cases, HPD will require additional information after our initial review and comment period such as 90% completion plans

and specifications on projects that involve alteration, rehabilitation, or demolition and redevelopment.

Submittals should be addressed to Dr. W. Ray Luce, Division Director, at the above address. Please note that there is a thirty (30) day review and comment period for all project submittals.

HPD/DNR/June 2004

## **ENVIRONMENTAL NOISE**

### **Introduction**

The University performs projects that may generate excessive ambient noise.

### **Scope**

This procedure applies to all University projects and operations.

### **Regulations/References**

Consult community ordinance on allowed noise levels.

### **Responsibilities**

Physical Plant and Facilities Planning is responsible for ensuring that adequate review is given to identify potential project-related noise issues.

The operator of any equipment is responsible for operating his equipment so as not to generate excessive noise.

Environmental and Occupational Safety will assist resolving environmental noise issues.

### **Procedure**

In the absence of uniform ambient standards for noise, the OSHA requirements for implementing hearing conservation will serve as an indicator for an evaluation of a potential ambient noise issue. Physical Plant and Facilities Planning will coordinate with Environmental and Occupational Safety for projects or activities with potential noise impacts.

## **ENVIRONMENTAL MONITORING AND SURVEILLANCE**

### **Introduction**

Environmental monitoring may be required to measure and monitor the effluents or emissions from University operations and conduct surveillance through measurement, monitoring, and calculation of the effects of those operations on public health and the environment.

Environmental data collection may be performed in support of a new project.

## **Scope**

This procedure applies to all environmental sampling, monitoring, or other data collection performed to support a University program, activity, or permit. This procedure does not apply to research projects not associated with University environmental compliance or management.

## **Regulations/References**

Environmental monitoring or surveillance requirements are defined in the specific permits, plans, or licenses under which the activity is conducted. The requirements for environmental data collection are provided in the regulatory reference that drives the data collection.

## **Responsibilities**

Responsibilities for environmental sampling are discussed in Part I: Policy and Organization of the Environmental Health and Safety Management Plan.

Physical Plant and Facilities Planning, the Director, the Department Head or the Supervisor of the activity is responsible for coordinating with Environmental and Occupational Safety on all environmental sampling or data collection that is regulatory compliance driven.

## **Procedure**

Environmental sampling or monitoring may be required as a condition of a specific permit, in response to a compliance requirement, or to support environment management decisions. In these situations, the conditions on the monitoring/sampling are established as a function of that permit or other requirement.

Sampling and analysis will be conducted according to procedures that meet the requirements of the permit, license, or plan.

Sampling procedures will be documented and the data produced by the activity will meet the minimum data quality objectives specified by the driving document or regulation.

## **RELEASES OF OIL AND HAZARDOUS SUBSTANCES**

### **Introduction**

University operations involve the use of a wide range of petroleum products, chemicals, and other hazardous materials. This procedure addresses the proper management of spills or releases of these hazardous materials to protect the health and safety of staff, students, and the public and to minimize or avoid environmental impact.

### **Scope**

This procedure describes the process of notification of releases of petroleum products or hazardous substances. Notification has two components: internal and external

#### *Release Notification Exclusions*

The following releases are exempt from the federal release notification requirements:

- Any release that results in exposure to persons solely within a workplace.

- Emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel, or pipeline pumping station engine.
- Release of source, byproduct, or special nuclear materials from a nuclear incident, defined in the Atomic Energy Act of 1954
- Normal application of fertilizer
- A "continuous" and stable release under the Comprehensive Environmental Response, Compensation, and Liability Act (i.e., a leaking hazardous waste landfill)
- A release from a facility that does not produce, use, or store hazardous chemicals (i.e., laboratory or medical facility)
- A federally permitted release:
  - Discharges under Section 402 of the Clean Water Act, which include wastewater discharge permits under the National Pollutant Discharge Elimination System
  - Discharges under a dredge and fill permit RCRA-permitted releases (such as disposal in a permitted hazardous waste landfill)
  - Ocean dumping in compliance with the Marine Protection, Research, and Sanctuaries Act
  - Underground well injections in compliance with the Safe Drinking Water Act
  - Permitted air emissions
  - Injection of fluids in oil and gas exploration
  - Discharge to publicly owned treatment works according to pretreatment standards

## Definitions

*Comprehensive Environmental Response, Compensation and Liability Act (also known as Superfund)*: established prohibitions and requirements concerning closed and abandoned hazardous waste sites; provided for liability of persons responsible for releases of hazardous waste at these sites; and established a trust fund to provide for cleanup when no responsible party could be identified.

*Emergency Planning and Community Right-to-Know Act (EPCRA)*: This law, also known as SARA Title III, was enacted in November 1986 and provides an infrastructure at the state and local levels to plan for chemical emergencies. Facilities that have spilled hazardous substances, or that store, use, or release certain chemicals are subject to various reporting requirements. All of this information is made publicly available so that interested parties may become informed about potentially dangerous chemicals in their community. Common EPCRA topics include: emergency planning; hazardous chemical inventory reporting; public access to chemical information; toxic chemical release reporting and the Form R; and the toxics release inventory (TRI) database.

*Emergency Planning and Community Right-to-Know Act (EPCRA) Release*: the owner or operator of a facility at which a hazardous chemical is produced, used or stored and at which a reportable quantity of an extremely hazardous substance or a Comprehensive Environmental Response, Compensation, and Liability Act hazardous substance is released must immediately notify the community emergency coordinator for the local emergency planning committee, if established, for any area likely to be affected by the release, unless the release specifically is exempted from Emergency Planning and Community Right-to-Know Act reporting requirements.

*Emergency Planning and Community Right-to-Know Act Hazardous Chemical:* The Emergency Planning and Community Right-to-Know Act adopts the OSHA definition [29 CFR 1910.1200(c)] of hazardous chemical but excludes from its scope the following substances:

1. Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration.
2. Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use.
3. Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public.
4. Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual.
5. Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

*Hazardous substances:* A Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) hazardous substance is any substance listed pursuant to the federal Clean Water Act (CWA) §§ 307(a), 311 (b) (2) (A); the Resource Conservation and Recovery Act (RCRA) § 3001; the Clean Air Act (CAA) § 112; or the Toxic Substances Control Act (TSCA) § 7; and any characteristic hazardous waste.

Hazardous substances do not include petroleum, petroleum products, natural gas, natural gas liquids, liquefied natural gas or synthetic gas usable for fuel. EPA has listed the hazardous substances and their reportable quantities at 40 CFR 302.4 (1992) (See Appendix 2).

*Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) release:* any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of a CERCLA Hazardous Substance into the environment.

*Comprehensive Environmental Response, Compensation, and Liability Act Facility:* any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft; or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel.

*Extremely Hazardous Substance:* any substance listed at 40 CFR 355, Appendix A or B of the Emergency Planning and Community Right-to-Know Act.

*Comprehensive Environmental Response, Compensation, and Liability Act Reportable Quantity:* In general, the Comprehensive Environmental Response, Compensation, and Liability Act reporting requirement applies only to releases of hazardous substances in excess of applicable reportable quantities during any 24-hour period. EPA's Comprehensive Environmental Response, Compensation, and Liability Act rules set reportable quantities for both listed and unlisted hazardous substances. Reportable quantities for listed hazardous substances are set forth at 40

CFR 302 (Table 302.4) and range from 1 to 5,000 pounds (0.454 - 2270 kg). Unlisted substances (i.e., characteristic hazardous wastes) have a reportable quantity of 100 pounds (45.4 kg), unless they exhibit the characteristic of toxicity as defined in 40 CFR 261.24. In that case, the reportable quantity is that listed in Table 302.4 for the contaminant which causes the toxicity, but the reportable quantity applies to the waste itself, not merely to the toxic contaminant. If there is more than one contaminant, or the substance exhibits characteristics in addition to toxicity, the lowest of the applicable reportable quantities applies.

*Mixture:* If a mixture or solution including a hazardous substance (except for radio nuclides) has been released, and the quantity of all hazardous constituent(s) are known, then the reporting requirement applies if the volume of any hazardous constituent(s) released equals or exceeds the reportable quantity for such hazardous substance(s). If the quantities of all hazardous constituent(s) in the mixture/solution are unknown, then the reporting requirement applies if the volume of the mixture/solution equals or exceeds the reportable quantity for the hazardous constituent with the lowest reportable quantity.

*Oil:* includes but is not limited to gasoline, crude oil, fuel oil, diesel oil, lubricating oil, sludge, oil refuse, oil mixed with wastes, and any other petroleum related product.

### **Regulations/References**

Comprehensive Environmental Response, Compensation, and Liability Act reporting rules are codified at 40 CFR 302

Emergency Planning and Community Right-to-Know Act rules are codified at 40 CFR 355

Official Code of Georgia Annotated 12-14-1 Oil or Hazardous Spills or Releases

### **Responsibilities**

The supervisor or responsible principal investigator shall ensure that an initial response and internal notification procedure exists and that adequate training has been provided to all employees under his/her supervision for successful implementation. Environmental and Occupational Safety will be notified of all spills on campus.

Environmental and Occupational Safety is responsible for maintaining this procedure to ensure compliance with spill reporting requirements.

Environmental and Occupational Safety is the department on campus responsible for external notification of the Board of Regents, local, state, and/or federal agencies of a reportable release.

### **Procedure**

Response procedures are driven by the type and quantity of hazardous material or substance released. Valdosta State University is responsible for clean-up of spilled materials, even if the spill is not a reportable incident.

### ***Internal Notification and Initial Response***

#### *Hazardous Material/Hazardous Substance/Extremely Hazardous Substances*

- For operations with safety plans, the safety plan for the specific work area directs the initial response to a chemical (or radioactive) spill.

- Other, non-safety plan-required operations are referred to the Valdosta State University Emergency Preparedness Plan

### *Oil*

- For operations with a Spill Prevention Control and Countermeasure Plan, the notification procedure is provided in the Plan
- If a specific spill plan for the storage unit or operation does not exist, then the operator will notify Environmental and Occupational Safety of any release to the environment or spill as soon as practical.
- Any release of oil or other petroleum products to the environment requires internal notification

### ***External Notification***

External notification of releases of hazardous substances is required under the Comprehensive Environmental Release, Compensation, and Liability Act (CERCLA) and several other regulatory programs, including those under the Clean Water Act section 311, the Resource Conservation and Recovery Act (RCRA), and the U.S. Department of Transportation's Hazardous Materials Transportation Act. State and local emergency notification required by the Emergency Planning and Community Right-to-Know Act (EPCRA) apply to the release of a CERCLA hazardous substance or an Extremely Hazardous Substance in an amount equal to or greater than its Reportable Quantity. EPCRA exempts releases that result in exposure to persons solely within the site or sites on which a facility is located from state and local reporting.

#### *Comprehensive Environmental Release, Compensation, and Liability (CERCLA); Extremely Hazardous Substance or Hazardous Waste Release*

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); the Superfund Amendments and Reauthorization Act Title III (SARA Title III); the Emergency Planning and Community Right-to-Know Act (EPCRA); and the Resource Conservation and Recovery Act (RCRA) require notification of the National Response Center, State Emergency Response Center and Local Emergency Planning Committee in the event of a release of a CERCLA Hazardous Substance or Extremely Hazardous Substance in an amount equal to or greater than its Reportable Quantity.

In the event of an Emergency Planning and Community Right-to-Know Act (EPCRA) reportable release, Environmental and Occupational Safety will notify the Local Emergency Planning Committee and State Emergency Response Center. Procedures for notifying the National Response Center can be found below.

#### *Special Considerations for Hazardous Waste*

Many of these wastes are contained on the Comprehensive Emergency Response Compensation Liability Act list.

Use the following criteria to determine the reportable quantity

- If a waste is on the CERCLA list, the Comprehensive Emergency Response Compensation Liability Act reportable quantity applies.

- If the waste is not on the Comprehensive Emergency Response Compensation Liability Act list, but exhibits characteristics of a hazardous waste, (ignitable corrosive, reactive, toxic) the reportable quantity is 100 pounds.

#### Characteristic Wastes

- If the waste exhibits the toxicity characteristic, the owner or operator must check the Comprehensive Emergency Response Compensation Liability Act list for reportable quantities of its toxic components.
- The reportable quantities apply to the waste itself, not merely to a toxic contaminant. If the composition is known, the owner or operator must determine the relative amounts of the particular substances - not the entire mixture -and notify authorities only if reportable quantities of the components are present.

#### *Releases during transport*

Hazardous materials and hazardous waste transporters must notify National Response Center following a release if:

- Anyone is killed
- Anyone is hospitalized because of injuries Property damage totals \$50,000 or more
- A fire, breaking, spillage, or radioactivity contamination involving a shipment of radioactive material takes place
- A fire, breakage, spillage, or radioactive contamination involving a shipment of etiological agents takes place. If this occurs, the transporter should notify the Centers for Disease Control at (404) 633-5313 or (202) 267-2675.

#### *Oil or Other Petroleum Product*

Environmental and Occupational Safety will immediately notify the Board of Regents as soon as it is determined that a reportable quantity of oil has been released.

The reportable quantity for oil is any quantity which either: 1) violates an applicable water quality standard, or 2) causes a film or sheen upon or discoloration of the surface water or adjoining shorelines or causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

Also, as required by 40 CFR 112.4(a), if the facility discharges in excess of 1,000 U.S. gallons in a single event or has discharges that exceed harmful quantities, as defined in 40 CFR Part 110, twice in a twelvemonth period, Environmental and Occupational Safety shall submit the required information to the Regional Administrator of the Environmental Protection Agency, within 60 days from the time such facility becomes subject to this section.

All oil spills, whether reportable or not, will be documented on the form, "Oil Spill Documentation." Completed forms are kept on file for at least five years.

For any reportable spill, up to three notifications to state and federal agencies may be required:

1. The Georgia Oil or Hazardous Material Spills or Releases Act (O.C.G.A. 12-14-1 et seq.), requires that all reportable spills must be immediately reported to the DNR Emergency Operations Center at 800-241-4113 or 404-656-4863.
2. A spill is reportable if it is:
  - a spill of a hazardous substance above the reportable quantity listed in 40 CFR 302.4
  - a spill of a petroleum product which reaches the waters of the state (including streams, rivers, storm sewers, and drainage ditches) and causes a sheen
3. Any spill which is reportable in Georgia must also be reported to the federal National Response Center (NRC) at 1-800-424-8802.
4. A release of chemicals listed in 40 CFR 350, Appendix A, must be reported to the National Response Center, the State Emergency Response Commission (SERC) and the Local Emergency Planning Committee of any area affected by the release. In Georgia, reports to SERC are filed through the Emergency Preparedness Department's Emergency Operations Center.

## **EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW**

### **Introduction**

The University manages a wide variety of hazardous materials at its facilities.

Under the Emergency Planning and Community Right-to-Know Act (EPCRA), there are provisions for emergency planning procedures and requirements for employers to report the presence of hazardous chemicals in the workplace to certain state and local authorities. The Act is administered by the Environmental Protection Agency, state and local agencies. It is intended to provide the public and local governments with information concerning potential hazards in their communities.

### **Scope**

These procedures describe reporting for planning purposes, **not emergency response**.

These procedures apply to all university facilities that store, use, or produce an Extremely Hazardous Substance in excess of the Threshold Planning Quantity.

### **Definitions**

*Material Safety Data Sheet (MSDS)*: information provided by the manufacturer or distributor of a hazardous material regarding the hazards of the material, special considerations, spill cleanup procedures, transportation requirements and disposal requirements.

*Extremely Hazardous Substance*: any substance listed at 40 CFR 355, Appendix A or B of the Emergency Planning and Community Right-to-Know Act. The presence of Extremely

Hazardous Substances in quantities exceeding the Threshold Planning Quantity (TPQ) requires certain emergency planning activities to be conducted.

*Threshold Planning Quantity (TPQ):* Threshold planning quantities for Extremely Hazardous Substances are provided in 40 CFR 355, Appendix A or B. For chemicals that are solids, there may be two values. In these cases the lower value applies to solids in powder form (particle size less than 100 u) or if the substance is in solution or molten form. Otherwise, the 10,000 pound value applies.

*Extremely Hazardous Substance Reportable Quantity:* the quantity that triggers reporting requirements under the Emergency Planning and Community Right-to-Know Act in the event of a release. If a chemical listed under section 302 does not have a Comprehensive Environmental Response, Compensation, and Liability Act Reportable Quantity (RQ), a statutory RQ of one pound applies for section 304 reporting. The Extremely Hazardous Substance RQ column lists the one-pound statutory RQ for Extremely Hazardous Substances not listed under the Comprehensive Environmental Response, Compensation, and Liability Act.

*Local Emergency Planning Committee (LEPC):* a committee appointed by the State Emergency Response Commission to develop an emergency response plan, review it at least annually, and provide information about chemicals in the community to citizens.

*State Emergency Response Commission (SERC):* a commission designated by the Governor of each state to be responsible for implementing EPCRA provisions within their state. The SERCs in turn have designated about 3,500 local emergency planning districts and appointed a Local Emergency Planning Committees (LEPC) for each district. The SERC supervises and coordinates the activities of the LEPC, establishes procedures for receiving and processing public requests for information collected under EPCRA, and reviews local emergency response plans.

*Hazardous substances:* any substance listed pursuant to the federal Clean Water Act (CWA) §§ 307(a), 311 (b) (2) (A); the Resource Conservation and Recovery Act (RCRA) § 3001; the Clean Air Act (CAA) § 112; or the Toxic Substances Control Act (TSCA) § 7; and any characteristic hazardous waste.

Hazardous substances do not include petroleum, petroleum products, natural gas, natural gas liquids, liquefied natural gas or synthetic gas usable for fuel. EPA has listed the hazardous substances and their reportable quantities at 40 CFR 302.4 (1992).

*Mixtures:* For many extremely hazardous substances, the Material Safety Data Sheet will provide the trade name of a chemical mixture (see Material Safety Data Sheet). If any extremely hazardous substance is a component, the employer must determine whether it comprises more than one (1) percent of the mixture.

- If there is less than 1 percent of the substance in the mixture, it does not have to be counted.
- If there is more than 1 percent of the substance in the mixture, the amount is calculated by multiplying the percentage of the extremely hazardous substance by the total mass of the mixture in pounds [40 CFR 355.30(e)].

Note: Alloys, amalgams, and polymers are not considered mixtures

*Solids:* The extremely hazardous substance list provides two threshold planning quantity figures for solids. The lower threshold planning quantity is for the following:

- Any fraction of the solid that is in solution
- Any fraction of the solid that is in molten form

If any of these fractions is greater than the lower threshold planning quantity, or if the solid meets the criteria for a National Fire Prevention Association (NFPA) reactivity rating of 2, 3, or 4, reporting is required.

*Minimum Threshold Level:* The minimum threshold level is 10,000 pounds, unless the chemical is an Extremely Hazardous Substance. For Extremely Hazardous Substances, the value is 500 gallons, 55 pounds, or the Threshold Planning Quantity, whichever is less. Individual Local Emergency Planning Committees or fire departments may set lower values.

*Threshold Quantities (TQ):* quantities established under the accident prevention provisions of Section 112(r) of the CAA for chemicals listed at 40 CFR 68.130 (threshold quantities are also contained in this list) to identify facilities subject to the CAA accident prevention regulations.

### **Regulations/References**

42 USC 11001 to 11050 Emergency planning and Community Right-to-Know Act, Codified at 40 CFR 355

40 CFR 355, Appendices A and B and 40 CFR 372. 25, Extremely Hazardous Substances and Threshold Planning Quantity

42 USC 11022 Emergency and Hazardous Chemical Inventory Form, Codified at 40 CFR 370.40 and 40 CFR 370.41.

### **Requirements**

The Emergency Response and Community Right-to-Know Act provides reporting and emergency planning rules. Under these rules, any fixed facility with an Extremely Hazardous Substance (EHS) at the Threshold Planning Quantity (TPQ) or 500 pounds, whichever is less, as defined in the US EPA Title III Consolidated List of Lists is required to send in a report. An example of the TPQ/500 pounds requirement is sulfuric acid, which has a TPQ of 1,000 pounds that drops to 500 pounds for Tier II reporting.

Also, any fixed facility with 10,000 pounds or more of a substance with a Material Safety Data Sheet (MSDS) that indicates an OSHA communicated health hazard must send in a report.

### **Section 302**

Under Section 302 of the Emergency Planning and Community Right-to-Know Act, covered facilities are required to notify Local Emergency Planning Committee and State Emergency Response Commission within 60 days after the facility first commences production, storage, or use of Extremely Hazardous Substances in amounts equal or greater than the Threshold Planning Quantity (40 CFR 355.30 and Appendices A and B). The Threshold Planning Quantity is the amount of an Extremely Hazardous Substance that, if located at a facility, requires the facility to notify federal, state, and local authorities of the material's presence.

Emergency notification requirements under Emergency Planning and Community Right-to-Know Act Section 302 apply to releases of all substances on the Extremely Hazardous Substances list equal to or in excess of the Threshold Planning Quantity located at the facility. The notice rules also apply to substances that are already subject to reporting requirements under Comprehensive Environmental Response, Compensation, and Liability Act Section 103(a) -- Releases in Excess of Established Reportable Quantities that Require Notification to the National Response Center.

**Section 311 - Material Safety Data Sheets / Lists of Hazardous Chemicals**

Under the Emergency Planning and Community Right-to-Know Act Section 311 reporting requirements, facilities that are covered by OSHA hazard communication regulations are also required to comply with Emergency Planning and Community Right-to-Know Act Material Safety Data Sheet reporting requirements. This requirement specifies that a Material Safety Data Sheet must be provided to the Local Emergency Planning Committee and State Emergency Response Center and local fire department for all substances present at above the minimum threshold level.

**Section 312 - Emergency and Hazardous Chemical Inventory Form**

Section 312 of Title III requires that a covered facility submit an Emergency and Hazardous Chemical Inventory Form by March 1 of each year.

Tier I and Tier II Forms: The annual inventory form contains basic "Tier I" information on the amount and general location of hazardous chemicals at the facility, aggregated by category. Upon specific request by any of the receiving organizations, a Tier II form must be prepared.

Forms: Forms may be obtained from Environmental and Occupational Safety.

**Responsibilities**

Environmental and Occupational Safety will coordinate the Emergency Planning and Community Right-to-Know Act-required information for the University and file the submittal.

**Procedure**

**Hazardous Substance Inventory Reporting**

Environmental and Occupational Safety will use the chemical inventory data provided as required in Procedures for the use of Hazardous Materials, of the Valdosta State University Safety and Health Management Plan to compile the information required by Emergency Planning and Community Right-to-Know Act Section 311 and 312.

Supplemental information may be requested by Environmental and Occupational Safety from Principal Investigators or operators/supervisors to clarify data or fill data gaps.

# **Appendix**

## **Environmental Policies & Procedures**

### **of Valdosta State University**

#### **PREAMBLE**

The policies outlined in Section III of VSU's Environmental Policy provide the administrative framework for the preservation of natural and historical resources, the conservation of energy and other resources, the reduction of light and other forms of pollution, and the reduction of solid waste by the recycling of post-consumer materials such as paper, cardboard and plastic. Importantly, these policies preserve environmentally and historically significant stands of mature trees and greenspace in designated areas of the campus and promote the development and maintenance of an overall campus landscape design that sustains such preservation, conserves natural resources, and reduces light and other forms of pollution, while providing a safe, aesthetically pleasing, and educationally rich environment for the campus community.

Through these policies, the administration and representatives of the faculty serving on the Environmental Issues Committee and its subcommittees will proactively consult and seek advice on these environmental issues. To be effective, the process requires judicious and timely action and open communication by the administration and the Environmental Issues Committee and functions on a level of reciprocal trust. Open communication is required at the earliest stages of formal planning for construction, renovation, or other activities that involve historical and natural resources, energy conservation, outdoor lighting, and recycling.

Moreover, through the policies set forth herein, particularly the tree replacement provisions of the *Tree Preservation and Maintenance Policy*, the Campus Beautification and Stewardship Subcommittee of the Environmental Issues Committee shall continue to work together with representatives of the University administration to enhance, restore, and create campus greenspace, stream corridors, and other natural resources for the benefit of the University community and the common good. In particular, the following priorities are recognized: (1) to protect the old growth stand of longleaf pines along the Georgia Avenue corridor, (2) to secure funding for beautification and stewardship projects such as stream restoration, and (3) to assist landscape architects in developing a long-term, campus-wide, sustainable plan that preserves significant stands of mature trees, promotes diversity and the use of native species or other plants requiring minimal irrigation and maintenance, provides for replanting to replace losses, and creates a landscaping plan that enhances the existing beauty of the campus.

In essence, Section III of the Environmental Policy, initiates new levels of cooperation and trust among all campus constituent groups dedicated to the current and future beautification of Valdosta State University and its land holdings. The combined dedication and efforts of those charged with implementing referenced policies will enhance VSU for future generations.

## **WASTE PREVENTION AND RECYCLING POLICY**

### **PURPOSE**

VSU recognizes its role as a leader in the community with regard to environmental policies and, with the adoption of this policy, demonstrates its intention to ensure responsible stewardship of the environmental resources under its influence. More specifically, the purpose of this policy is to set forth standards and organizational processes aimed at: 1) reducing waste at the source; 2) encouraging the purchase and use of durable and reusable products; 3) encouraging the purchase of high post-consumer content recycled products; 4) increasing the total volume of waste materials diverted from landfills to recycling processes; 5) ensuring the long term viability of campus recycling operations through appropriate educational programs, coordination, management and oversight; and 6) remaining in compliance with Federal and Georgia State Law.

Valdosta State University will have a campus-wide program for the collection of waste and recycling of materials used in large quantities by the campus community and otherwise discarded on campus, to include, but not necessarily limited to the following: white paper, newspaper, cardboard, aluminum cans, and plastic beverage bottles. In addition to the fact that we are an agency of the State of Georgia, and therefore mandated by the 1990 Georgia Solid Waste Management Act to have a waste reduction and recycling program, and that we are a unit of the University System of Georgia, which mandates that each campus "practice waste minimization and pollution prevention by adopting recycling programs for all appropriate materials, purchasing recycled products, substituting less hazardous materials and establishing micro-scale chemistry operations (USG Board of Regents Policy Manual 916.g)," we should also recycle for all of the following reasons:

- Recycling saves landfill space (each ton of paper saves three cubic yards, a ton of aluminum cans 10 cubic yards, a ton of plastic bottles 30 cubic yards) and land filling costs, which are rising;
- Recycling saves natural resources; each ton of recycled paper can save 17 trees, 380 gallons of oil and 7,000 gallons of water; a ton of recycled aluminum saves over 16,000 gallons of water;
- Recycling saves energy; each ton of recycled paper can save 4,000 kilowatt-hours, a ton of aluminum can save 14,000 kilowatt-hours;
- Recycling reduces pollution; each ton of recycled paper reduces air pollutants by 60 pounds and produces virtually no dioxin (the most carcinogenic chemical known), which is a water-polluting byproduct of the bleaching of raw wood pulp;

- Recycling is an engine of economic development, creating jobs in the local community; recycling a ton of paper creates 5 times as many jobs as producing paper from raw materials; incinerating 10,000 tons of waste creates one job, land filling the same amount creates 6 jobs, and recycling that amount creates 36 jobs;
- VSU, as the leading educational institution for the south Georgia region, must lead by example in an effort to increase recycling regionally; our increasingly cosmopolitan student body and faculty expect it; a 2005 study by the South Georgia Regional Development Commission found that annually in the ten-county region over 45,000 tons (62% of the municipal waste stream, and including over 13,000 tons of cardboard alone) of recyclable materials are landfilled.

## **PROCEDURES**

The following practices shall be implemented and maintained through all VSU operations.

### ***Reduce the Amount of Waste Generated***

- I. Departments will consider the purchase of durable and reusable products by evaluating the total cost of ownership for any products specified or purchased.
- II. Suppliers will be required to utilize minimal and reusable packaging materials as deemed appropriate in the products packaging specifications. Suppliers with contracts that require installation will be required to take back their packaging materials/containers when written in their contract requirements.
- III. Copying and Printing
  - A. Whenever feasible, electronic distribution of correspondence shall replace written correspondence. On campus correspondence shall be by email, list serves, and electronic bulletin boards. Only one printed copy of the correspondence should be sent to each department to be routed or posted for interested parties to read. Unnecessary printed copies of electronic correspondence are discouraged.
  - B. All office paper shall meet or exceed the State and Environmental Protection Agency (EPA) requirements for recycled content.
  - C. Office paper shall be recycled by each department.
  - D. Employees will reuse office paper whenever practical.
  - E. Letters, reports and documents produced by campus departments should be printed on both sides when feasible for the intended use.
  - F. Departments shall encourage two-sided copying and printing.
  - G. Whenever practical, scrap paper printed only on one side shall be used for either producing rough drafts or as scratch pads.
  - H. All requests for proposals and reports from outside vendors and consultants shall include the request that these be printed on both sides and using recycled content paper.

- I. When electronic communication is not feasible any forms used on the campus should include only the necessary information and number of copies. Necessary instruction sheets shall be printed on the back of the last page of the form.
- J. Annually, staff shall review mailing lists and delete out of date subscribers.

### ***Standards and Specifications***

VSU shall, at a minimum, conform to State of Georgia requirements and the federal purchasing guidelines developed by the Environmental Protection Agency (EPA). For products which have been designated by either the State or EPA, all bid specifications shall include products with the minimum recycled content and purchases must contain the minimum recycled content as long as the products are available and meet the performance needs. See EPA website for minimum percentage of recycled content and listings of the most common recyclable materials.

### ***Purchasing***

#### 1) General

VSU shall continue to improve its efforts toward recycling and waste reduction goals by defining purchasing policies aimed at encouraging the procurement of recycled products.

Initially the focus of this policy is on toner and inkjet cartridges for printers and copiers, paper products for printers and copiers, and papers in items printed off campus because these groups of products are the largest volumes of recycled commodities ordered by the campus. Detailed expenditure policies shall be recommended by the Vice President for Finance and Administration to the Faculty Senate Environmental Issues Committee and coordinated policy will be forwarded through the Faculty Senate and COSA for the President's approval and signature.

#### 2) Requirement to Purchase Recycled Paper Products

The VSU Central Stores should be used for the purchase of all bond paper products used in copiers and printers. The VSU Central Stores shall procure paper products meeting the State of Georgia regulations for price and recycled content.

#### 3) Elimination of Prohibitions

Purchasing Department shall be responsible for informing the Faculty Senate, COSA, and the SGA of purchasing policy changes that limit or restrict purchases of bond paper, inkjet cartridges, or toner cartridges based on recycled content or

ability to be recycled. Additionally, VSU and individual departmental policy and procedures shall be updated to reflect any changes.

### ***Recycling***

- 1) All University employees shall be encouraged to participate in campus recycling efforts.
- 2) General practices regarding recycling, reuse and waste reduction shall be included as part of the standard job orientation for all new employees.
- 3) The Physical Plant and Facilities Planning Department shall ensure that all new construction is designed to facilitate recycling in both interior and exterior locations.
- 4) Whenever possible and economically feasible, the University and its contractors shall reuse or recycle materials resulting from the demolition or remodeling of campus facilities.
- 5) Physical Plant will be responsible for providing educational programs and materials for faculty and staff. Education will include a discussion of VSU's commitment and responsibilities regarding waste prevention, recycling instructions on how various commodities can be recycled, information contacts and phone numbers, and any applicable incentives.
- 6) Departmental Contacts: Each Department should appoint a primary contact person for recycling
- 7) Students: Educational presentations regarding the need for recycling and waste reduction and ways to participate in campus recycling efforts will be made to all new students as part of their orientation. Additional educational programs shall be devised and implemented as the program improves.

## **RESPONSIBILITIES**

### ***Recycling Coordinator***

The Assistant Director for Physical Plant Operations shall coordinate the recycling program and at a minimum include the following materials: Aluminum, Corrugated Cardboard, Non-Corrugated Cardboard, Computer paper, Glass, Yard Wastes, Mixed paper (White paper), Newspaper, Plastic, Metal Tin & Steel cans, Building Materials, Auto Waste from campus vehicle maintenance (Oil, Batteries, Tires, etc.).

### ***Waste Prevention***

Each campus department shall coordinate the purchase of materials to ensure durable, recycled and recyclable goods and materials are purchased when feasible.

The Director of Environmental and Occupational Safety shall coordinate the storage of all hazardous materials on campus, keeping an inventory of all materials and maximum amounts that can be stored at each site. The Director shall inform the President and Cabinet of amount and location of toxic chemicals annually and recommend changes to reduce the severely hazardous chemicals.

### ***Departments and Organizations***

All departments and organizations engaged in individual recycling programs shall coordinate their activities with the Assistant Director for Physical Plant Operations and provide records of their operations (if separate from the campus-wide program) on a quarterly basis within fifteen days following the end of each calendar quarter.

### ***Faculty Senate Environmental Issues Committee***

The Environmental Issues Committee of the Faculty Senate will recommend university policy, review the recycling program, and make recommendations for the campus waste prevention and recycling operations. The Committee should review quarterly recycling reports and determine whether any commodities should be added to or deleted from VSU's recycling operations.

# **ENERGY POLICY**

## **PURPOSE**

Valdosta State University is committed to a policy of energy efficiency and energy conservation in its current facilities and all new construction on campus. This policy identifies energy conservation as a significant issue for the entire campus community and outlines steps to address these issues and reach the energy goals of the University.

## **POLICY**

It is the University's policy to reduce energy consumption whenever possible through the active efforts of its faculty, staff, and students in closing doors, turning off lights, and generally making positive efforts to conserve energy and through passive means such as installing energy-saving devices and lights, pursuing energy savings in its infrastructure and facilities construction plans, and continued implementation of the University's environmental control system.

## **PROCEDURES**

### ***Buildings***

Windows and doors of conditioned spaces should be kept closed. Office equipment, lights, window air conditioners and personal heaters should be turned off when not in use. As time and funding allow, buildings' mechanical systems will be tied into the University's environmental control system permitting central monitoring and change of building temperatures and energy consumption. As resources allow, building efficiencies will be upgraded to the standards of new buildings, if possible.

### ***New Construction***

New construction should be designed and built to minimize energy use. The most recent version of *ASHRAE Standard 90.1 – Energy Efficient Design of New Buildings Except Low Rise Residential Buildings* should be set as the minimum energy efficiency guideline, since it has been shown that further reductions in energy use are economically achievable. The design process should include energy life cycle costing analyses. New construction should be added to the University's existing environmental control system for enhanced energy management capabilities. Primary consideration should be given to connecting and/or extending central systems for heating, cooling, and other electrical and lighting systems. Year-round cooling needs should be met by utilizing the most energy efficient systems. All new construction should include utility metering (electricity, natural gas, steam, and water).

## ***Alternative Energy***

Alternative energy sources such as passive solar heating, solar water heating, photovoltaics, and heat recovery should be considered, as well as day lighting and other strategies for decreasing building energy consumption in accordance with green building concepts.

## ***Lighting***

Most lighting on campus has been retrofitted or upgraded to high efficiency lighting. Remaining areas should be upgraded as funding is available. New construction and remodels should use high efficiency lighting and minimize incandescent lighting. Excessive interior decorative lighting should be kept at a minimum and exterior decorative lighting should be limited and use the most efficient fixtures available. Lighting levels recommended by the *Illuminating Engineering Society Lighting Handbook* should be used as guidelines to avoid over-lit spaces. Motion-activated light controls are used throughout campus and will continue to be implemented as funding allows

The University will strive to make outdoor lighting increasingly more efficient while maintaining the standards established by the University's *Outdoor Lighting Policy*.

## ***Heating and Cooling***

For occupied rooms, control of room temperatures should be maintained at 70-75° F. This is generally accomplished by the Physical Plant Department setting the temperatures then locking down thermostats. The University's environmental control system will be used to control nighttime temperatures or other extended periods when facilities are unoccupied.

Research from the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE) over many years has shown the following thermostat settings will keep the most occupants comfortable in the typical office setting.

Maintain Temperatures between:

Winter	70° F and 74° F
Spring & Fall	71° F and 75° F
Summer	72° F and 75° F

The Physical Plant Department strives to maintain temperatures in facilities within those ranges. Those utility systems under direct control of building occupants should be operated in an economical manner. It is imperative that someone be designated in each facility to ensure proper system operation to prevent damage to building systems or waste of utilities.

If facilities are uncomfortably cold or warm, employees should contact the Physical Plant Work Order Center at X7854.

### ***Purchasing***

Energy efficient products should be purchased whenever possible. For example, see the U.S. Environmental Protection Agency Energy Star products list. Recyclable and reusable products should also be purchased when feasible to reduce disposal costs.

### ***Green Computing***

The university will continue to enhance the energy efficiency of computers as resources permit. Faculty, staff, and students are encouraged to adopt green computing practices. Power management features of personal and institutional computer systems should be enabled.

### ***Campus Education***

Through the Environmental Issues Committee of the Faculty Senate, faculty, staff, and students will be informed of the campus energy policy and encouraged to adopt practices which contribute to its achievement.

### ***Fleet Fuel Economy***

New campus vehicles will be purchased with the maximum feasible fuel efficiency. Alternative energy vehicles will be gradually phased into the campus fleet, as it is practical and economically to do so.

## **RESPONSIBILITIES**

### ***Yearly Review***

Physical Plant and the Environmental Issues Committee of the Faculty Senate will work cooperatively to conduct a yearly review of campus energy policy.

### ***Suggestions***

Faculty, staff, or students with suggestions that may reduce energy consumption or costs should contact the Physical Plant Department at 229-333-5875.

### ***Notes:***

*Second Draft 11.10.2006, 03.22.2007*

*Draft Amended by EIC, 04.20.2007*

# **OUTDOOR LIGHTING POLICY**

## **PURPOSE**

This policy is predicated on the need to balance the following objectives and concerns:

- 1) To ensure nighttime safety and security for VSU students and personnel, and to provide optimum nighttime visibility on the VSU campus.
- 2) To avoid unnecessary hazards to motorists and pedestrians created by lateral glare from building, street, or parking lot light fixtures. Lateral glare is defined as a light beam projecting from a fixture more than 70 degrees above straight downward.
- 3) To minimize undesirable light trespass and illumination of Valdosta's night sky.
- 4) To conserve energy, for both environmental and economic reasons.
- 5) To minimize adverse effects of artificial nighttime illumination on local nocturnal animals.
- 6) To restore and preserve a suitable level of night-sky darkness to ensure adequate visibility of celestial objects from the VSU Observatory, a scientific and educational facility of regional importance.

## **POLICY**

It is the University's policy to provide optimum nighttime campus lighting for maximum security, while minimizing risks to safety and adverse effects on the environment and night sky.

## **PROCEDURES**

- 1) Specifics of design and installation of new lighting and retrofitting of existing lighting should be done after a survey and consulting the IDA Outdoor Lighting Code Handbook Version 1.11, including the USA Pattern Lighting Code and the EPA Green Lights Program (<http://es.epa.gov/partners/green/green.html>).
- 2) Any currently existing lighting fixture which does not satisfy these guidelines should be removed, redirected, or shielded within a reasonable period of time, budget permitting, so as to minimize light trespass, light pollution of the night sky, and over-illumination within the VSU campus area. The VSU Administration cooperates with the Environmental Issues Committee (a standing committee of the VSU Faculty Senate, with representation from SGA and the administration), in collaboration with SGA and COSA, in the design and retrofitting of campus outdoor lighting fixtures to be in compliance with this policy.
- 3) Full consideration should be given to the appropriate placement, density, and elevation of lights, so as to avoid over-illumination of any given area and to minimize glare and light trespass. As an example, a higher density of lower-elevation, lower-intensity light fixtures might be chosen over a smaller number of high-elevation, high intensity fixtures providing comparable illumination. High-elevation lights particularly should be adequately shielded to minimize lateral glare. Properly shielded and well-placed fixtures should allow adequate illumination of the ground generally not exceeding 200,000 net

lumens per acre for parking lots, and 20,000-100,000 net lumens per acre for other campus areas, depending on level of use; sport-field lighting levels will be higher (exception 8c).

- 4) No single lamp should exceed 1800 lumens unless housed in a “full cut-off” fixture (i.e. it is fully shielded) so that all light is directed downward with no lateral glare. Full cut-off fixtures are recommended for *all* outdoor lighting. A recommended maximum per fixture of 180 watts Low Pressure Sodium (LPS), 250 watts High Pressure Sodium (HPS) or Metal Halide (MH), and 400 watts Mercury Vapor (MV, see 8c below) should provide adequate brightness for most campus uses (this equals 20,000 to 33,000 lumens per fixture depending on lamp type), especially when proper design and placement of fixtures is considered.
- 5) Because energy conservation is and will increasingly be an important consideration, preference should be given to the most efficient lamp type (highest lumens/watt) that is feasibly and effectively used in a given lighting situation. For light intensities typical of large-scale outdoor uses, LPS is the most efficient lamp type, followed by HPS, and then MH; MV lamps are substantially less energy efficient; these and MH also produce potentially toxic mercury waste when disposed of, and should therefore be avoided, except in special circumstances where a case can be made for their necessity. Compact fluorescent is very energy efficient and may be feasibly used for some smaller-scale lighting needs. LPS lamps may be effectively used where true color rendering is not deemed important for security or other purposes (or where the latter could be provided for by additional individual lights of other types) and are particularly advantageous near the astronomical observatory. Although somewhat true of all lamp types, MH and especially MV lamps fade in intensity over time, providing less luminance and sometimes altered quality while drawing the same wattage.
- 6) For any areas (such as outdoor sports facilities and outlying parking lots) which are not intended to be used after a certain hour of the night, lights should be turned off after hours of use in order to conserve energy and to limit light trespass onto streets and residential neighborhoods.
- 7) In campus areas which experience very little nighttime usage, it is suggested that illumination be triggered by motion detectors or manual on/off switches wherever feasible. This could be done on an experimental basis.
- 8) Exceptions
  - 1) Any state or federal regulations which may take precedence.
  - 2) Temporary emergency or construction situations which may require additional lighting for performance of specific tasks.
  - 3) Sporting or other special events, where the special lighting is used only during the event.
  - 4) Illumination of monuments, structures, or flagpoles, providing every effort is made to direct the illumination so as to minimize light trespass and lateral glare.
  - 5) Any other situation in which the VSU Administration can make a special case for a variance, subject to consultation with the Environmental Issues Committee of the Faculty Senate.

## **RESPONSIBILITIES**

Overall responsibility for implementation is assumed by Physical Plant unless otherwise noted.

### *Notes:*

*This policy has been developed with the aid of guidelines established by the Illuminating Engineering Society of North America and by the International Dark-Sky Association.*

*Passed by VSU Faculty Senate, 15 November 2001.*

*Adopted as VSU Policy, 14 January 2002, according to VSU Statutes, Chapt. 4, Art. I, Sect. 3.*

*Draft revision 03.22.2007.*

# **TREE PRESERVATION AND MAINTENANCE POLICY**

## **PURPOSE**

As the leading center for higher learning in southern Georgia, Valdosta State University recognizes its obligation to preserve and manage an abundance and diversity of trees on campus for the benefit of the public and future generations of students. By its example of environmental stewardship, the University will take the lead in promoting and developing a sound preservation ethic for the region's natural heritage. Included among the many benefits of preserving trees on campus and promoting additional plantings are: (1) improved air quality; (2) noise abatement and temperature amelioration; (3) mitigating the natural processes of water runoff, erosion, and sedimentation; (4) shading and consequently energy savings; (5) education; (6) aesthetics; (7) historical significance, and (8) intrinsic value.

## **POLICY**

It is the University's policy to preserve and manage all trees on campus, particularly species native to south-central Georgia, in such a way as to minimize damage and prolong their life. Especially important are stands of mature native trees and native species no longer abundant on campus or in the area. Existing trees should not be removed for merely aesthetic, design, or landscaping reasons. Long-term plans should promote new plantings that will increase the diversity of native species, contain more canopy species, and enhance fall color.

As the campus continues to undergo development, special consideration must be given to the design and placement of new buildings so as to minimize the loss of trees. Existing trees must be taken into consideration before decisions about placement of buildings or other constructions are made, i.e., during or before the Pre-Design Phase of new projects. Also, landscaping associated with new buildings or other constructions or renovations should be designed to replace as closely as possible the number and the species that were lost to construction, so that no net loss of trees occurs.

## **PROCEDURES**

### ***Special Management Zones***

The following special zones are established on campus in order to protect and manage critical or sensitive areas of mature trees:

- 1) the entire stand of mostly mature longleaf pine, between Patterson Street and Oak Street, extending southward from Georgia Avenue onto the main campus. This stand pre-dates the settlement of Valdosta, contributes substantially to the unique character of the University campus, and is especially vulnerable to changes in environmental conditions

- 2) stands of mature native trees along One Mile Branch, especially near the intersection of Patterson Street and Brookwood Drive
- 3) the mature mixed woodland at north campus bisected by Two Mile Branch
- 4) the dense woodland/swamp along the southern bank of One Mile Branch west of the Student Recreation Center parking lot.

Activities resulting in soil compaction, root damage, and depletion of air and water supply to the roots should be avoided in these zones. Also, thinning of groves, especially pines, increases susceptibility of remaining trees to storm damage and should be avoided. Specifically, the following practices are to be avoided, in proximity to trees which may be affected:

- 1) trenching, filling, or other soil disturbances
- 2) unabated erosion;
- 3) driving or operation of heavy equipment over the ground
- 4) parking of vehicles or heavy equipment
- 5) storage of materials
- 6) paving or introduction of impermeable surfaces on the ground
- 7) thinning of groves, especially pines.

### ***Preventive Maintenance and Care of Existing Trees***

Prevention of tree damage or disease should be an ongoing commitment, particularly of older, still-healthy trees. The following preventative maintenance measures will be taken to enhance the vigor and prolong the life of trees and to reduce susceptibility to disease and weather damage: 1) application of pesticide treatment; 2) aeration of soil within the drip line of trees where compaction has occurred; 3) bedding of individual trees or groups of trees to prevent future physical damage and soil compaction by mowers and other vehicles or equipment; 4) cordoning of drip-lines or critical root zones of trees with a 4-foot high, high-visibility fence prior to the initiation of renovation or construction activities, according to the *Community Tree Planting and Establishment Guidelines* (Georgia Forestry Commission, 2002); 5) restriction of equipment and any construction and renovation activities from cordoned areas; 6) inclusion of language in contracts issued by the University, which prohibits construction and renovation activities from cordoned areas and specifies penalties for violations; and 7) application, as practicable, of special irrigation and root growth stimulator to individual specimen trees threatened by drought and/or root damage from soil disturbance activities associated with construction.

### ***Prior Consultation***

The University administration shall work in consultation with the Campus Beautification and Stewardship Subcommittee of the Faculty Senate's Environmental Issues Committee in all Pre-Design Phase and Design-Phase meetings involving the VSU Administration, campus planners, state officials, and private contractors, during which any decisions can and will be made affecting the fate of campus trees. This policy also designates Campus Beautification and Stewardship Subcommittee as the consultative body to be integrally involved in environmental, historical, and cultural impacts reviews of proposed campus projects as mandated by the Georgia Environmental Policy Act of 1991 (Georgia Code Title 12, Chapter 16).

Before trees are removed or plans are finalized for tree removal, or for construction or other activities that may result in tree removal or potential tree damage, the Physical Plant Department will consult with the Campus Beautification and Stewardship Subcommittee of the Environmental Issues Committee, except in emergency situations, where imminent damage to property or individuals is involved. In the latter event, the subcommittee is to be immediately notified by the Physical Plant Department of the action to be taken.

Reasons to be considered as valid for proposed tree removals will generally include the following:

- 1) prevention of the impending spread of disease by the affected tree
- 2) likelihood of imminent damage to property;
- 3) existence of a threatening safety hazard to individuals
- 4) any unavoidable constraints of construction or renovation that remain after completion of the planning and consultation requirements as specified above.

## **RESPONSIBILITIES**

### ***Monitoring and Enforcement***

The Physical Plant Department shall ensure that any trees scheduled to be removed after consultation shall be clearly marked at least 14 days before their scheduled removal and the Campus Beautification and Stewardship Subcommittee be notified and given the opportunity to inspect the marked trees before removal. For any construction projects, the Physical Plant Department shall ensure that drip-lines or critical root zones of trees are condoned as specified under *Preventative Maintenance and Care of*

*Existing Trees* and shall periodically throughout the duration of the construction make arrangements for the Campus Beautification and Stewardship Subcommittee of the Environmental Issues Committee of the Faculty Senate to inspect the site and ensure that the protection provisions previously specified are being observed. If they are not being observed, the Physical Plant Department shall immediately report the failure to the contractor and/or the Georgia State Finance and Investment Commission official. In accordance with Board of Regents contracts, appropriate action will be taken to remedy the situation.

*Notes:*

*Amended and Passed by VSC Faculty Senate: May 27, 1993*

*Adopted as VSU Policy 27 July 1993, according to VSU Statutes, Chapt. 4, Art. I, Sect. 3.*

*Revised by the Environmental Issues Committee: 9 May, 31 May, 2 November 2000.*

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*Adopted as VSU Policy 16 April 2001, according to VSU Statutes, Chapt. 4, Art. I, Sect. 3.*

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