

STEPHEN F. AUSTIN

STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Environmental Managment

**Policy Number:** 13.26

**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise

**Date of last revision, if applicable:**

**Unit(s) Responsible for Policy Implementation:** Vice President for Finance and Administration

**Purpose of Policy (what does it do):** Aid in protecting the environment, pollution prevention, and ensure university compliance with environmental regulations.

**Reason for the addition, revision, or deletion (check all that apply):**

☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding

☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Reviewed with no changes recommended.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Matt Romig, Safety Officer, Environmental Health, Safety and Risk Management

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

# Environmental Management

**Original Implementation:** October 27, 2014

**Last Revision:** ~~August 30, 2017~~ October 22, 2017

## PURPOSE

The purpose of this policy is to aid in protecting the environment and promote environmental stewardship among Stephen F. Austin State University's faculty, staff, students, and visitors. To achieve this ~~goal~~ purpose the Environmental Health, Safety, and Risk Management (EHSRM) department is committed to continuous environmental improvement and protection through a variety of training and inspection programs.

The EHSRM department has primary responsibility for promulgating environmental health, safety, and risk management policies and procedures, to ensure that the university complies with federal, state, and local guidelines, as well as best management practices related to environmental compliance and protection. Program safety manuals and detailed safety procedures are available on the EHSRM website at <http://www.sfasu.edu/safety>.

Stephen F. Austin State University is committed to the protection and enhancement of the environment, while continually seeking new ways to minimize the environmental impact of our past, present, and future activities. As a result of this continuous effort, an environmental management system (EMS) has been created to serve as a planned, documented, systematic, and comprehensive program for managing environmental compliance at SFA. Detailed information on the EMS can be found on the EHSRM website.

## POLICY STATEMENTS

Stephen F. Austin State University shall:

1. Ensure compliance with applicable federal, state, and local environmental legislation, regulations, and best management practices.
2. Prevent pollution by managing and reducing: water and energy consumption, air emissions, discharges to water, and contamination of soil and/or groundwater.
3. Facilitate employee and student awareness of environmental issues through education and training for further protection of the surrounding environment.
4. Promote and facilitate the reduction, reuse, and recycling of waste.
5. Consider the impact on the environment when designing new projects and procedures or changing existing practices.

## RESPONSIBILITIES

It is imperative that Stephen F. Austin State University employees comply with federal, state, and local environmental health, safety, and risk management legislation, and relevant environmental compliance and protection codes. In addition, it is essential that employees observe industry best

practices and comply with SFA safety policies, programs, and procedures. Noncompliance may result in disciplinary action.

1. The director of EHSRM (or designee) has primary responsibility for administration of and compliance with the university's EMS. Duties of the EHSRM department include:
  - a) Ensure the most current legal environmental requirements are identified and evaluated for compliance.
  - b) Establish, coordinate, and adhere to the environmental management programs outlined in the university's EMS, to comply with regulatory requirements or upon request of department supervisors.
  - c) Provide training focused on protecting the environment and ensuring environmental compliance.
  - d) Inspect university buildings and property for environmental compliance and protection, or in response to a notice of a possible violation. In carrying out this duty the EHSRM director or representative shall have the authority to enter any university building, structure, room, office, or laboratory without prior notice to department supervisors and staff.
  - e) Serve as the official university contact for federal, state, and local environmental regulatory agencies regarding environmental compliance and communicate compliance requirements to university officials. These include, but are not limited to: the U.S. Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), Texas Department of State Health Services (TDSHS), Texas State Office of Risk Management (SORM), and the city of Nacogdoches.
2. University employees must comply with the following guidelines and responsibilities:
  - a) Comply with all permit requirements, regulations, programs, and procedures specified by the EHSRM department and described in the university's EMS.
  - b) Attend environmental training courses and use required protective equipment provided by departments.
  - c) Handle all hazardous waste in accordance with the SFA hazardous waste and universal waste manuals. Each department is responsible for the payment of fees associated with the disposal of their hazardous and/or regulated waste.
  - d) Report environmental non-compliance issues or concerns through administrative channels or to the director of EHSRM.

**Cross Reference:** SFA Environmental Management System, SFA Hazardous Waste Manual, SFA Universal Waste Manual.

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Environmental Health, Safety, and Risk Management

**Forms:** None

**Board Committee Assignment: Finance and Audit**