I. PURPOSE

The operating procedure ensures that the Department of Corrections develops and follows an Environmental Management Policy Statement to establish environmental goals, to meet and maintain those goals, to evaluate environmental performance and to achieve measurable or noticeable improvements in environmental performance through planning, documented management and operational practices, operational changes, self-assessments, and management review.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Environmental Management Assessment - A systematic, periodic internal review to measure environmental management plan effectiveness and determine corrective actions that will increase effectiveness

Environmental Management Assessment Team - A group assembled within a unit to conduct environmental management assessments; members are selected on the basis of their expertise and knowledge of the process or operation under review.

Environmental Management Plan - A formal plan to integrate pollution prevention, water conservation, and energy conservation with quantifiable results allowing management review to drive continual reassessment and improvement

Feasibility and Cost/Benefit Analysis - The evaluation of waste reduction options by technological, economical, and environmental criteria

Hazardous Materials and Substances - Substances classified as harmful to the environment or to human health, and whose disposal is governed by federal, state, and local laws and regulations.

Institutional Safety Specialist (ISS) - The individual whose full time duties are to coordinate, monitor, and evaluate the facility's safety functions and advise management on recommended action to enhance safety programs

Organizational Unit Head - The person occupying the highest position in a DOC operating unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, or other separate operational unit

Pollution Prevention - The use of materials, processes, or practices that reduce or eliminate the creation of pollutants or wastes at the source, to minimize the pollution that is discharged to air, water, or land

Toxic Material - A substance that through which chemical reaction or mixture can produce possible injury or, harm to the body by entry through the skin, digestive tract, or respiratory tract; the toxicity is dependent on the quantity absorbed and the rate, method, and the site of absorption and the concentration of the
chemical.

**Unit Safety Coordinator (USC)** - The individual who has been designated by the Organizational Unit Head to coordinate the organizational unit's safety functions as a collateral duty; generally, such positions occur at DOC field units, Community Corrections facilities, P&P Offices, and administrative offices where there are no full time, classified safety positions.

**Virginia Environmental Excellence Program (VEEP)** - A program established by the Virginia Department of Environmental Quality to encourage superior environmental performance through the development and implementation of environmental management systems and pollution prevention efforts. The Environmental Enterprise (E-2) level of participation is for those organizations that are interested in beginning or are in the early stages of implementing an environmental management system. The Exemplary Environmental Enterprise (E-3) level of participation is for those organizations with a fully-implemented EMS, pollution prevention program, and demonstrated environmental performance.

IV. PROCEDURE

A. Requirement for Environmental Management Plans

1. Under the supervision of the Regional Environmental Specialist, each correctional unit shall develop a site specific Environmental Management Plan in support of the Department of Corrections Environmental Management Policy Statement (see Attachment 4).
   a. The Environmental Management Plan will ensure that each unit will integrate pollution prevention, water conservation, energy conservation, and minimize the amount of waste produced from its operations and that waste produced is stored, treated, and disposed of in accordance with federal, state, and local regulations. (4-4331; 4-ACRS-1A-04; 2-CO-1A-06-1) Each Plan will provide for quantifiable results allowing management review to drive continual reassessment and improvement.
   b. Operating Procedure 302.3, *Sustainability Plan*, provides suggestions for minimizing waste and requirements and goals for removing recyclable materials from the waste stream.
   c. Units that consist of only office operations (such as Headquarters, Regional Offices, and Probation and Parole Offices) and produce minimal waste may be exempted from writing a formal environmental management plan.

2. Environmental Management Plans developed in accordance with this operating procedure (see Attachment 1 for Template) shall be submitted to the Regional Environmental Specialist for review and approval.

3. The Regional Environmental Specialist will forward approved Environmental Management Plans to the Regional Administrator for review and approval.

4. Facilities applying for the Virginia Department of Environmental Quality Virginia Environmental Excellence Program (VEEP) at E-3 or higher levels shall develop Environmental Management Plans that conform to ISO 14001 standards. These plans shall be forwarded to the Environmental Services Unit for review and to the Director for final approval.

5. Environmental Management Plan Qualification - While DOC requires waste reduction and waste minimization, any Environmental Management Plans promulgated must not detract from the health and safety of employees, the public, or offenders. Additionally, Environmental Management Plans must not degrade security or detract from the Department of Corrections mission.

6. Environmental Management Plan Benefits - Environmental Management Plans shall aim for the following objectives:
   a. Reduce regulatory burdens
   b. Reduce or eliminate health and safety risks
   c. Reduce or eliminate long term liability concerns
   d. Streamline operations
e. Encourage water conservation
f. Increase emphasis on energy conservation
g. Improve quality of products produced by the DOC
h. Save money

B. Environmental Management Plan Contents

1. Each Environmental Management Plan shall provide for:
   a. Designation of a unit environmental management plan coordinator (Institutional Safety Specialist, Unit Safety Coordinator, or as designated by the Unit Head)
   b. Employee awareness/orientation on environmental management, pollution prevention, and waste reduction
   c. Establishment of an environmental management team
   d. Method to accommodate employee input/suggestions
   e. Periodic waste stream assessments
   f. Development of a dynamic site-specific Environmental Management Plan which, at a minimum, contains the elements appropriate to the desired certification level

2. Pollution Prevention Plan Technique Hierarchy - In accordance with the Pollution Prevention Act of 1990, DOC units shall adopt the following prioritization in pollution prevention:
   a. The highest priority shall be assigned to pollution prevention through source reduction, reuse, or closed loop recycling to eliminate or reduce waste through product and process changes.
   b. The second priority shall be recycling/reclamation of waste or waste components, preferably on site when possible.
   c. The third priority will be treatment to reduce volume or toxicity of waste.
   d. Finally, disposal of waste into or on land, water, or air in accordance with governing regulations

3. Pollution Prevention Plan Elements - Effective pollution prevention methods and techniques will vary depending on the age, design, and other variables of the unit or process being evaluated. However, pollution prevention plans shall provide for the following elements:
   a. Policy statement from Unit Head
   b. Review of total unit operations to identify waste streams (see Environmental Management Aspect Matrix 302_F1 which can be completed using the Aspect Significance Rating Worksheet (Attachment 2) and the Aspect Significance Rating Worksheet - Instructions (Attachment 3))
   c. Assessment of the waste stream and generating process to identify possible pollution/waste prevention methodologies
   d. Feasibility and cost benefit analysis as necessary
   e. Establishment of pollution prevention/waste minimization goals and objectives; goals and objectives may be either qualitative or quantitative
   f. Monitoring for plan compliance
   g. Recognition for pollution prevention and waste minimization activities
   h. Signature reflecting approval of plan by Unit Head
   i. Signature reflecting approval of plan by Regional Environmental Specialist
   j. Signature reflecting approval of plan by Regional Administrator

4. Environmental Management Plan Elements - Additional elements for VEEP E-2 Level:
   a. DOC Environmental Management Policy Statement (see Attachment 4)
   b. Policy statement from Unit Head including continual improvement (see 3., a., above)
   c. All waste stream aspects and impacts identified and rated as to significance (see 3., b., above)
   d. Establishment of quantifiable goals and objectives (see 3., e., above)
5. Environmental Management Plan Elements - Additional elements for VEEP E-3 Level and above also includes all elements in conformance with ISO 14001

C. Environmental Management Plan Review and Updates

1. Each Environmental Management Plan shall be updated and approved by the Regional Environmental Specialist and the Regional Administrator at least once every three years.

2. Compliance with Environmental Regulations - The Regional Environmental Specialists shall review all environmental management plans developed by units within their region to ensure that waste streams identified are minimized, treated, transported, and disposed of in accordance with federal, state, and local regulations.

3. DOC Environmental Services - The Environmental Services Unit shall:
   a. Serve as the Environmental Management Plan Coordinator for the DOC and act as liaison with the Virginia Department of Environmental Quality (DEQ)
   b. Facilitate training as needed to appropriate DOC staff.

4. Environmental Management Plan Review
   a. The Unit Environmental Management Plan Coordinator shall review unit operation with the assessment team every 12 months to ensure the adequacy of the plan.
   b. Any significant adjustments to the plan affecting the discharge or disposal of waste shall be submitted to the Regional Environmental Specialist for review.

5. New Operations or Processes - Prior to implementing a new operation or process, it should be reviewed by the Unit Environmental Management Plan Coordinator or the environmental management assessment team to ensure pollution prevention is adopted by the new process. Any new operation or process that will produce hazardous waste or toxic waste should be reviewed by the Regional Environmental Specialist before start-up to ensure regulatory compliance.

6. Environmental Management Plan Assistance - If assistance is needed during the formulation or application of agency environmental management plans, agency personnel should contact the following resources.
   a. Regional Environmental Specialist
      - Western Region (540) 561-7050 ext: 5025 (Mobile) (804) 382-1950
      - Central Region (434) 767-3100 (Mobile) (804) 221-7989
      - Eastern Region (Mobile) (804) 337-4323
   b. DOC Environmental Services Unit
      - ESU Director (804) 887-8069 (Mobile) (804) 839-0337
      - ESU Assistant Director (804) 221-7985
   c. Department of Environmental Quality Web Site (http://www.deq.state.va.us)

V. REFERENCES

Operating Procedure 302.3, Sustainability Plan

VI. FORM CITATIONS

Environmental Management Aspect Matrix 302_F1

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

The office of primary responsibility reviewed this operating procedure in March 2017 and necessary changes have been made.
The office of primary responsibility reviewed this operating procedure in March 2018 and no changes are needed at this time.

Signature Copy on File 1/19/16
N. H. Scott, Deputy Director of Administration Date