

VALDOSTA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM

EMS Form	1.1
Effective Date:	May 1, 2013
Reviewed/ Revised:	April 2013
Subject:	Environmental Policy

Valdosta State University
Environmental and Safety Policy

environmental and occupational safety laws and regulations and shall designate a key member of its administrative team to oversee compliance. In the absence of specific laws or regulations, the University will follow industry standards and good management practices. The University shall maintain policies and procedures to govern activities to meet the goal of comprehensively integrating occupational safety and environmental considerations and will periodically review and update such policies and procedures.

The Vice President for Finance and Administration is respons

ENVIRONMENTAL MANAGEMENT PLAN

ENVIRONMENTAL MANAGEMENT PLAN

Part I: Policy and Organization

ENVIRONMENTAL MANAGEMENT FRAMEWORK.....	1
STANDARDS/PROTOCOLS/PROCEDURES.....	4
DESIGN REVIEW	5
PERMITS, LICENSES, AND NOTIFICATION	8
FEES AND RELATED COSTS.....	9
RECORD KEEPING AND REPORTING.....	10
TESTING AND SAMPLING	11
TRAINING.....	11
EMERGENCY RESPONSE	11
INTERNAL AUDITS	11
CORRECTIVE ACTIONS.....	12

Part II: Implementing Procedures

PREFACE	13
DUE DILIGENCE GUIDELINES	14
GEORGIA ENVIRONMENTAL POLICY ACT	14
PROTOCOL FOR FILING AN ENVIRONMENTAL SITE ASSESSMENT FOR VALDOSTA STATE UNIVERSITY	15
AIR EMISSION SOURCES	15
WASTEWATER DISCHARGES	17
STORM WATER MANAGEMENT.....	19
WASTE MANAGEMENT	21

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

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

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

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

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:

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

Part II

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.

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

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 imm8(0.3(g)-.3(r)-1r3()-139(c)-35(

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 prevent 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 Equipment	Microbiological
Asbestos-containing Materials	Blood and Body Fluids (> 20 ml)
	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

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 hazarhi.3(i)19.3(n)-15.5-1.40ea75-1.4 4(r)c-.7(h)25.5(e)-16An ed -19.g9(a75-)-16(s)]2.6(u)5.(s)14.750(n)20.5(co

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.

Chemical Waste

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

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 2.7(bed9si)-2501(t)-22.3hnnsi

Re2.7(beew es)-5.9(e)8.7c(t)-42.3(i)37.7(o)-20.1(s)10(o)-20

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

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 equip Tc-.0113 Twne s0qsed,p-.1(s(t)-22.1(h)20.1(e)-1.

PCB Equipment means any manufactured item, other than a PCB container or a PCB Article

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 a preponderance of

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 Dromnianat h 5(r (

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

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

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 historic structures, the photographs should include:

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

ENVIROMENTAL 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 allow (on)2(e)-2Vhs

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,

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

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

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

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.

Appendix Environmental Policies & Procedures of Valdosta State University

PREAMBLE

The policies outlined in Section III of VSU's Environmental Policy provide the administrative

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

- 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.

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

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

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

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,

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

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

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 conformed 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

Table 1. Valdosta State University List of Recommended Native Trees & Shrubs

Acer barbatum Florida maple
Acer drummondii Drummond maple
Acer leucoderme chalk maple
Acer rubrum red maple
Acer saccharinum silver maple
Aesculus parviflora bottlebrush buckeye
Aesculus pavia red buckeye
Alnus serrulata alder
Amelanchier arborea downy serviceberry
Aralia spinosa devil's walking stick
Asimina parviflora dwarf pawpaw
Betula nigra river-birch
Bumelia lanuginosa gum bumelia

Magnolia pyramidata pyramid magnolia
Magnolia tripetala umbrella magnolia
Magnolia virginiana sweetbay magnolia
Malus angustifolia southern crabapple
Morus rubra red mulberry
Myrica cerifera wax-myrtle
Nyssa aquatica water tupelo
Nyssa biflora swamp blackgum
Nyssa ogeche ogeechee gum
Nyssa sylvatica black gum

Stewartia malacodendron silky camellia
Styrax americana American snowbell
Styrax grandifolia bigleaf snowbell
Symplocos tinctoria horse-sugar
Taxodium distichum var. *distichum*