

Albany State University demonstrated that an environmental policy can be written in the form of a procedure. One advantage of this approach is that the University faculty and staff can make a direct connection between the policy and their departmental responsibilities for implementing the policy. The university includes its policy in the Administrative Policy Manual because that manual already exists and is well-distributed. Therefore, integrating EMS requirements with existing manual, procedures, training and responsibilities will be a key implementation strategy for Albany State University

Albany State University

Environmental Policy and Procedure

Policy

It is the policy of Albany State University (ASU) to conduct all of its operations in an environmentally responsible and sensitive manner. Albany State University will fully comply with both the letter and the spirit of all applicable federal, state and local regulatory requirements governing hazardous materials and wastes, pollution prevention and environmental protection. It is recognized that the health and well-being of the environment contributes to the health and well-being of the communities we serve.

Albany State University will strive to continuously improve its systems and procedures related to environmental protection and pollution prevention activities. ASU will manage its facilities and properties in an environmentally responsible manner. ASU will participate as appropriate in community, industry and/or governmental-sponsored groups addressing environmental issues affecting the communities we serve.

Narrative

Environmental protection is the responsibility of all Albany State University departments and employees. As an institution of higher learning, Albany State University must handle and manage a wide variety of potentially hazardous or polluting material including hazardous waste, medical waste, used motor oil, pesticides and housekeeping products. Many of our processes present potential water and air quality issues that demand continuous monitoring and control. Proper and responsible handling of these materials and processes is imperative to prevent pollution, reduce waste and protect our environment. There are a host of federal, state and local regulatory requirements in place to guide this institution in achieving environmental compliance.

Procedure

- I. Each department will continuously assess its operations to identify potential safety hazards and pollution risks. Each department is responsible for establishing and maintaining department-specific policies and procedures designed to reduce or eliminate environmental hazards and minimize any negative environmental impact when applicable.
 - A. Potential risks will be minimized to the extent possible by seeking out less environmentally hazardous products, equipment or procedures.
 - B. Appropriate engineering controls will be implemented when it is not possible to eliminate environmentally hazardous material or procedures.
 - C. All departments and employees will strive to reduce all types of wastes through identifying and eliminating wasteful practices and products and participating in institutional recycling and waste reduction programs
 - D. Departments will educate and communicate institutional and department-specific environmental policies, goals and objectives to employees as required.
 - E. Departments will consider using products that have recycled content, taking economic and quality factors into account.
- II. The Core Team is responsible for monitoring environmental compliance issues, recommending and assuring that corrective action is implemented as warranted and correcting deficiencies.
 - A. Objectives and targets will be established to assure continuous improvement in Albany State University's environmental performance. The Core Team structure is responsible for establishing goals and implementing programs to meet targets, monitoring progress and reporting activities to executive management.

Approved By:
Albany State University
Effective Date:

President and CEO: Dr. Everette J. Freeman

September 1, 2006

Signature:
