



## FACULTY SENATE

Est. 1991

**Chairperson**  
Ronald M. Zaccari

**Vice Chairperson**  
Louis Levy

**Executive Secretary**  
Christine James

**Parliamentarian**  
Richard Haptonstall

### Agenda

May 17, 2007

The Faculty Senate will meet Thursday, May 17, 2007 in the **MAGNOLIA ROOM** at 3:30 p.m.

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

**Special Request:** At the request of the University President and Executive Secretary of the Senate, any actions from the Senate sent to the Executive Secretary for approval after the Senate votes should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted as email Word .doc attachments.

1. Call to Order by Dr. Ron Zaccari  
For the benefit of record keeping, senators and visitors will please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present.
2. **Approval of the minutes of the April 19, 2007 meeting of the Faculty Senate.**  
<http://www.valdosta.edu/vsu/facsen/Minutes/070419min.pdf>
3. New business
  - a. Report from the Academic Committee – Louis Levy  
Attachment A, pages 4-9
  - b. Report from the Committee on Committees – Jay Rickman  
Thank you to Jim Muncy for his excellent work as Parliamentarian of the Faculty Senate. Our new Parliamentarian will be Richard Haptonstall, thank you Richard.
  - c. Report from the Institutional Planning Committee – James LaPlant  
The Minutes of the University Council meeting of April 24, 2007 appear in this Agenda (Attachment O, pages 101-103) and on the University Council website at <http://www.valdosta.edu/planning/uc.shtml>

- d. Report from the Faculty Affairs Committee – Marty Williams (Proxy from Exec. Comm.)  
Faculty Evaluation Model and Draft By-laws (Attachment P, pages 104 – 109)
- e. Report from the Faculty Grievance Committee – Stephen Lahr
- f. Report from the Senate Executive Secretary – Christine James

(2) Environmental Management Policy from the Environmental Issues Committee and the University Council. (Attachment B, page 10-68) This document will be reviewed by the University Council this summer. Because of the formatting changes necessary when including the document below into the Faculty Senate Agenda, some highlighting and right margin notes may be lost. To review the document with markup comments in the right margin, please use this link:

<http://teach.valdosta.edu/chjames/EnvironmentalManagementPlanforUnCoReview5707.doc>

Comments are encouraged, please send them to:

Christy Coons-Yates cbcyates@valdosta.edu

Richard Carter rcarter@valdosta.edu

Christine James chjames@valdosta.edu

(3) Annual Reports of the Standing Committees of the Faculty Senate

1. Environmental Issues, Richard Carter  
Attachment C, pages 69-72
2. Academic Scheduling and Procedures, Carol Barnett  
Attachment D, pages 72-74
3. Academic Honors and Scholarships, Michael Davey  
Attachment E, page 75
4. Athletics, Jim Muncy (Proxy: Michael Noll)  
Attachment F, page 76
5. Educational Policies, Peggy Moch (Proxy: Theresa Thompson)  
Attachment G, pages 77-88
6. Faculty Development and Research, Richard Amesbury  
Attachment H, page 88
7. Library Affairs, Apryl Price  
Attachment I, page 89
8. Minority and Diversity Issues, Clemente Hudson  
Attachment J, page 90
- 9. Student Activities, Kenny Ott (Proxy: Patrick McGuire)  
Attachment K, page 91-95**
10. Student Services, Cheré Peguesse  
Attachment L, page 96-17
11. Technology, John Samaras (Proxy: Bob Williams)  
Attachment M, page 98

(4) Phil Gunter's question on Graduate Degrees/Doctoral Degrees and special exceptions policies for VSU current employees. This item is remanded to the Educational Policies

Committee for its review and clarification (include all graduate degrees, not only doctorate; including the special exemptions language) (Attachment N, page 99-101)

4. Old Business
5. Discussion
6. Adjournment

**ATTACHMENT A: Academic Committee Minutes**

VALDOSTA STATE UNIVERSITY  
ACADEMIC COMMITTEE MINUTES  
March 5, 2007

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Cypress Room on Monday, February 5, 2007. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Mr. Eric Nielsen, Dr. Beverly Blake, Dr. Bruce Caster, Ms. Iris Ellis (proxy for Dr. Yahya Mat Som), Dr. Selen Lauterbach, Mr. Alan Bernstein, Ms. Catherine Schaeffer, Mr. Mike Savoie, Dr. Frank Flaherty, Dr. Kathe Lowney, Dr. Ray Elson, Dr. Bill Buchanan, Ms. Iris Ellis, Dr. James Humphrey, Dr. James Humphrey (proxy for Dr. Deborah Weaver), and Mr. Cliff Landis.

Members Absent: Dr. Yahya Mat Som, Dr. James Ernest, Dr. Deborah Weaver, and Dr. Diane Holliman.

Visitors Present: Dr. Paul Riggs, Dr. Ed Chatelain, Dr. Brian Adler, Dr. Linda Calenderillo, Dr. Phil Gunter, Dr. Al Anderson, Dr. A. Soady, and Mr. Lee Bradley.

The Minutes of the February 5, 2007, Academic Committee meeting were approved. (pages 1-9)

**A. College of Nursing**

1. Revised requirements for the minor in Nutritional Science was approved effective Fall Semester 2007. (pages 10-11).

**B. College of Arts and Sciences**

1. New course, Integrated Science (ISCI) 2001, "Exploring Our Ecosphere: Life and Earth Science for Early Childhood Education Teachers", (EXPLORING OUR ECOSPHERE – 3 credit hours, 2 lecture hours, 2 lab hours, and 4 contact hours), was approved effective Fall Semester 2007 with the last sentence of the course description deleted. (pages 12-19).
2. New course, History (HIST) 4800H, "Honors Directed Study: Thesis", (HONORS THESIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 20-22).
3. New course, History (HIST) 3050H, "Honors Topics in World History", (HONORS TOPICS WORLD – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 23-25).
4. New course, History (HIST) 3040H, "Honors Topics in European History", (HONORS

- TOPICS EUROPE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 26-28).
5. New course, History (HIST) 3030H, “Honors Topics in U.S. History”, (HONORS TOPICS U.S. – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 29-31).
  6. New honor track for the BA in History was approved effective Fall Semester 2007. (pages 32-33).
  7. New course, Integrated Science (ISCI) 2002, “Physical Science for Early Childhood Education”, (PHYSICAL SCIENCE FOR ECE – 3 credit hours, 2 lecture hours, 2 lab hours, and 4 contact hours), was approved effective Fall Semester 2007. (pages 34-42).
  8. Revised senior college curriculum for the BS in Physics was approved effective Fall Semester 2007. (pages 43-45).
  9. Revised title, credit hours, and description, Geography (GEOG) 2010, “Tools of Environmental Geoscience”, (TOOLS OF ENVIRONMENTAL GEOSCI – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 46-47).
  10. Revised credit hours, Geology (GEOL) 2010, “Tools of Environmental Geoscience”, (TOOLS OF ENVIRONMENTAL GEOSCI – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 48-52).
  11. Revised senior college curriculum for the BS in Astronomy was approved effective Fall Semester 2007. (pages 53-54).
  12. Revised senior college curriculum for the BS in Environmental Geosciences was approved effective Fall Semester 2007. (pages 55-56).
  13. New course, Geography (GEOG) 4710, “Statistics for Geoscientists”, (STATISTICS FOR GEOSCIENTISTS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008 with prerequisite changed to read ...2620, or permission of instructor. A survey... and the second sentence of the description changed to read – The course will... . (pages 57-61).
  14. Revised senior college curriculum for the BA in Philosophy & Religious Studies – Religious Studies Track was approved effective Fall Semester 2007. (pages 62-68).
  15. New course, Religious Studies (REL) 3210, “Religion, Violence, and Nonviolence”, (REL, VIOLENCE & NONVIOLENCE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 69-74).
  16. New course, Religious Studies (REL) 3220, “Religion Pluralism and Dialogue”,

- (RELIGIOUS PLURALISM/DIALOGUE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 75-81).
17. New course, Religious Studies (REL) 3270, “The Human Quest for Faith and Values”, (HUMAN QUEST FOR FAITH – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 82-88).
  18. New course, Religious Studies (REL) 3200, “Religion, Culture and Morality”, (RELIGION, CULTURE AND MORALITY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 89-93).
  19. New course, Religious Studies (REL) 3360, “Reading Sacred Texts: Hebrew Bible”, (SACRED TEXTS: HEBREW BIBLE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 94-98).
  20. New course, Religious Studies (REL) 3350, “Religious Autobiography”, (RELIGIOUS AUTOBIOGRAPHY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007 with the description changed to read ...traditions using the auto... . (pages 99-104).
  21. New course, Religious Studies (REL) 3504, “The Archaeology of Ancient Israel”, (ARCHAEOLOGY OF ANCIENT ISRAEL – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 105-110).
  22. New course, French (FREN) 2010, “Intermediate Conversation”, (INTERMEDIATE CONVERSATION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007 with the last sentence of course description deleted. (pages 111-118).
  23. New course, French (FREN) 3320, “French Oral Expression”, (FRENCH ORAL EXPRESSION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 119-124).
  24. New course, Spanish (SPAN) 2011, “Intermediate Conversation”, (INTERMEDIATE CONVERSATION – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Fall Semester 2007. (pages 125-128).
  25. Revised course description, Spanish (SPAN) 2010, “Intermediate Grammar”, (INTERMEDIATE GRAMMAR – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007 with the last sentence of the description deleted. (pages 129-130).
  26. Revised course description and credit hours, Spanish (SPAN) 4020, “Advanced Conversation”, (ADVANCED CONVERSATION – 2 credit hours, 2 lecture hours, 0 lab hours, and 2 contact hours), was approved effective Fall Semester 2007 with the last sentence of the description deleted. (pages 131-132).

27. Revised credit hours, Foreign Language Education (FLED) 3500, “Foreign Language in the Elementary School”, (FOR LANG ELEM SCHOOL – 2 credit hours, 2 lecture hours, 0 lab hours, and 2 contact hours), was approved effective Fall Semester 2007. (pages 133-134).
28. Revised course title, Foreign Language Education (FLED) 4800, “Senior Professional Development Seminar”, (SENIOR PROF DEVELOPMENT SEM – 2 credit hours, 2 lecture hours, 0 lab hours, and 2 contact hours), was approved effective Fall Semester 2007. (pages 135-136).
29. Revised outcomes and assessments, Core Area F and senior college curriculum for the BA in Spanish, and new Foreign Language Education track (Core Area F and senior college curriculum) deactivation of the BSED in Secondary Education – Spanish was approved effective Fall Semester 2007. (pages 137-143).
30. Revised outcomes and assessments, Core Area F and senior college curriculum for the BA in French, and new Foreign Language Education track (Core Area F and senior college curriculum) deactivation of the BSED in Secondary Education – French was approved effective Fall Semester 2007. (pages 144-150).
31. Revised course description, Criminal Justice (CRJU) 4800, “Seminar in Criminal Justice”, (SEMINAR IN CRIMINAL JUSTICE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 151-152).
32. Revised course description, Criminal Justice (CRJU) 4660, “Issues in Cybercrime”, (CYBERCRIME – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 153-154).
33. Revised course number and title, Criminal Justice (CRJU) 4400, “Seminar in Juvenile Justice”, (SEMINAR IN JUVENILE JUSTICE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 155-156).  
Deactivation of CRJU 4720.
34. Revised course description, Criminal Justice (CRJU) 3700, “Ethics in Criminal Justice”, (ETHICS IN CRIMINAL JUSTICE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 157-158).
35. Revised course description, Criminal Justice (CRJU) 3600, “Criminology”, (CRIMINOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 159-160).
36. Revised course description, Criminal Justice (CRJU) 3310, “Criminal Procedure”, (CRIMINAL PROCEDURE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 161-162).
37. Revised course description, Criminal Justice (CRJU) 3300, “Criminal Law”, (CRIMINAL

LAW – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 163-164).

38. Revised course description, Criminal Justice (CRJU) 2400, “Survey of Juvenile Justice”, (SRUVEY OF JUVENILE JUSTICE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 165-166).
39. Revised outcomes and assessments from the BA in Criminal Justice was approved effective Fall Semester 2007. (pages 167-168).
40. Revised Core Area F for the BA in Criminal Justice was approved effective Fall Semester 2007. (pages 169-170).
41. Revised course description, Criminal Justice (CRJU) 7600, “Advanced Criminological Theory”, (ADV CRIMINOLOGICAL THEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 171-172).
42. Revised course description, Criminal Justice (CRJU) 7510, “Advanced Correctional Therapies”, (ADV CORRECTIONAL THERAPIES – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 173-174).
43. Revised course description, Criminal Justice (CRJU) 7413, “Criminal Justice Planning and Evaluation”, (CRIM JUST PLANNING & EVAL – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2007. (pages 175-176).
44. Revised outcomes for the MS in Criminal Justice was approved effective Fall Semester 2007. (pages 177-178).
45. Revised senior college curriculum for the BA in Criminal Justice was approved effective Fall Semester 2007. (page 179).

**C. Division of Social Work**

1. Revised course description, Social Work (SOWK) 6301, “Generalist Practice I – Individuals and Families”, (GENRLST PRACTCE I INDVDUL/FAM – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2007. (pages 180-181).
2. Revised admission requirements for the MSW program was approved effective Fall Semester 2007. (pages 182-183).

**D. College of the Arts**

1. Revised senior college curriculum for the BFA in Art Education was approved effective Fall Semester 2007. (pages 162-163).



**E. College of Education**

1. New course, Education (EDUC) 2110, “Investigating/Critical and Contemporary Issues in Education”, (ISSUES IN EDUCATION – 3 credit hours, 3 lecture hours, 1 lab hour, and 4 contact hours), was approved effective Fall Semester 2007 was approved with “This course engages students in” deleted from the beginning of the description. (pages 233-243).

**F. Miscellaneous**

1. Academic Committee by-laws (pages 184-185) were discussed and will be resubmitted with changes that were made on the floor.

Respectfully submitted,

Charles L. Hudson  
Registrar

**ATTACHMENT B: Environmental Management Plan for University Council Review**

Because of the formatting changes necessary when including the document below into the Faculty Senate Agenda, some highlighting and right margin notes may be lost. To review the document with markup comments in the right margin, please use this link:

<http://teach.valdosta.edu/chjames/EnvironmentalManagementPlanforUnCoReview5707.doc>

# **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 ( $\leq 20$ 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

## 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 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

#### WASTE PREVENTION AND RECYCLING POLICY

##### PURPOSE

VSU recognizes its role as a leader in the community with regards 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***

- 1) Departments will consider the purchase of durable and reusable products by evaluating the total cost of ownership for any products specified or purchased.
- 2) 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.
- 3) 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 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 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.*

*Amended and adopted by the VSU Faculty Senate 15 February 2001.*

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

*Draft Revision 02.09.2007, 03.22.2007, 04.20.2007*

## ATTACHMENT C: Environmental Issues Committee Annual Report 2006-2007, Richard Carter, Committee Chair

### 2006-2007 Annual Report of the Environmental Issues Committee (EIC) of the Valdosta State University Faculty Senate

The EIC met as follows:

15 September 2006 – attending: 10 faculty, *ex officio* 3 administrators, 2 student representatives; 4 visitors

20 October 2006 – attending: 8 faculty, *ex officio* 3 administrators, 1 student representative

17 November 2006 (retreat) – attending: 7 faculty, *ex officio* 3 administrators; 1 visitor

09 February 2007– attending: 7 faculty, *ex officio* 3 administrators, 1 student representative; 4 visitors

09 March 2007– attending: 9 faculty, *ex officio* 3 administrators

13 April 2007– attending: 6 faculty, *ex officio* 3 administrators, 1 student representative; 3 visitors

20 April 2007 – attending: 10 faculty, *ex officio* 3 administrators, 1 student representative; 1 visitor

The EIC and University policies relating to it and its subcommittees provide for and actively facilitate proactive communication between administration and Faculty Senate on a variety of issues of vital importance, e.g., those affecting preservation of natural and historical resources, conservation of energy and other resources, prevention of light and other forms of pollution, and recycling of paper and other materials. Through University Policy, procedures are specified that require the administration to consult proactively with and seek advice on these issues from representatives of the faculty serving on the EIC and its subcommittees. To be effective, the process requires judicious and timely action and open communication by the administration in informing the EIC 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. This year the EIC has collaborated with and advised the administration on numerous occasions.

On 01 November 2006 the Campus Beautification and Stewardship Subcommittee (CBSS) (Dr. Green Waggner, Chair) made an on-site inspection during driveway construction activities at the Admissions Building and advised the administration with regard to tree preservation issues there. Neither CBSS nor EIC was notified in advance of plans for this project.

The Energy Conservation Subcommittee (Dr. Carl Hand, Chair) of the EIC revised the Energy Conservation Policy developed last year and presented it to the EIC for review on 17 November 2006.

On 17 November 2006 the EIC participated in a day-long retreat sponsored by the Office of the Vice-President for Finance and Administration. Working closely with Mr. Jim Black, Vice-President for Finance and Administration, Mr. Bob DeLong, Director of Environmental and Occupational Safety, and Mr. Ray Sable, Director of Physical Plant and Facilities Planning, a campus-wide comprehensive environmental management plan was reviewed and revised.

The CBSS has continued to work closely with the Campus Recreation Department and Plant Operations personnel on development of the Campus Recreation Ropes Course initiated last year. This has included participation in a review of presentations by prospective contractors on 05 December 2006 and several on-site surveys on 03 January 2007, 22 March 2007, 17 April 2007, and 24 April 2007. Also, Mr. Ray Sable, Director of Physical Plant and Facilities Planning, has confirmed that wetlands have been surveyed and delineated on this site and that no wetlands will be affected by this project. This project would serve as a model for future collaboration between administration and faculty with regard to construction, which is the result of timely, proactive, and open consultation with the CBSS initially through the efforts of Mr. Russ Mast (Dean of Students) and Mr. Richard Hammond (Director of Campus Recreation) and the continued involvement of CBSS in all stages of project development, more recently facilitated by Dr. Vic Douglass (Facilities Planning).

The EIC has reviewed proposals and advised the administration on plans for outdoor lighting (1) along the City Bike Trail west of the Student Recreation Center, (2) at the Dewar Education Center lot along North Oak Street, and (3) in the parking lot at the intersection of North Oak Street and West College Street. In these cases, security issues and associated due diligence considerations were the primary factors in decisions by Mr. Jim Black, Vice-President of

Finance and Administration, to install the outdoor lighting. All lighting will be in compliance with the VSU Outdoor Lighting Policy.

On 13 April 2007 Mr. Scott Sikes, Director of the VSU Foundation, reported to the EIC on plans for construction of an athletic field house and practice fields on VSU Foundation property south of Sunset Cemetery; this project is scheduled to commence September 2007. The VSU Foundation has worked through the City of Valdosta to obtain the necessary tree removal permits and will develop a landscape plan in full compliance with the City's Landscape Development and Tree Protection Ordinance. Mr. Sikes expressed his regret that the plans called for the removal of nearly all trees, including some large live oaks, a sentiment shared by the many on the EIC and CBSS.

On 13 April 2007, Mr. Ray Sable, Director of Physical Plant and Facilities Planning, reported to the EIC on plans for installation of two chilled water plants at Powell Hall and connecting piping between Powell Hall and Ashley, Reade, and Converse halls, which will likely have a negative effect on old longleaf pine trees near Powell Hall. This project is scheduled for completion during Summer 2007. Representatives of the CBSS reviewed the plans and recommended the installation of one chiller plant at Powell Hall dedicated to Powell Hall and a separate larger chiller plant for Ashley, Reade and Converse halls, thus, eliminating the need for piping between Powell Hall and Ashley, Reade and Converse halls and thereby avoiding destructive trenching through the grove of old longleaf pines. In response, representatives of the administration indicated that it could not follow the committee's recommendations, because the two chilled water plants had already been purchased. This is clearly a case in which the administration might have avoided a less than optimal situation with regard to tree preservation through proactive consultation with EIC and CBSS during the early stages of planning, i.e., prior to the purchase of equipment for installation. As it is, the trenching necessary to install chiller piping between Powell Hall and Ashley, Reade, and Converse halls will likely result in unnecessary damage to the roots of Valdosta State's oldest trees. Representatives of the CBSS will continue to work closely with the administration to minimize damage to these trees.

On 13 April 2007 Mr. Ray Sable, Director of Physical Plant and Facilities Planning, reported to the EIC on early stage plans for extensive developments on North Campus scheduled for 2011. Members of the EIC made it clear that this project potentially affects many trees, including a large stand of old pines (mostly loblolly pine) along Pendleton Avenue. At the request of the EIC Chair, Mr. Sable affirmed that he would have a representative of the CBSS placed on the steering committee for this project.

The faculty's interest and involvement in recycling on campus predate the Faculty Senate, extending back nearly two decades when Ms Bette Bechtel (Arts & Sciences) was the first chair of the Recycling Committee. Subsequently, Dr. Brad Bergstrom (Arts & Sciences), Dr. Wayne Plumly (Business), Dr. Carl Hand (Arts & Sciences), Dr. Ari Santas (Arts & Sciences), and Dr. Diane Holliman (Arts & Sciences) have vigorously advocated recycling at VSU through their involvement in the EIC. Despite their substantial efforts, an ongoing, vigorous recycling program has never materialized, primarily because of a lack of administrative support. Nevertheless, recent activities fostered by Mr. Ray Sable, Director of Physical Plant and Facilities Planning, have led to implementation of a new recycling program on campus, and there appears to be cause for optimism that the administration is finally on board with regard to recycling.

Representatives of the EIC were invited by the VSU administration to participate in pre-design meetings on 25<sup>th</sup> and 26<sup>th</sup> April 2007 for (1) construction and renovation of Hopper, Georgia, and Reade halls, (2) the new student union, (3) the new student health center, (4) and the Oak Street and Sustella parking decks. EIC representatives were able to attend all but the pre-design meeting for the new student union. It is anticipated that EIC representatives will be involved during planning for these projects.

At the direction of President Zaccari, the EIC has collaborated with the administration to develop an Environmental Management Plan (EMP) for the University. This document is designed to enable the University administration to ensure compliance with the policies and requirements of various federal, state, and local agencies.

1. Parts 1 and 2 of the EMP are based upon North Carolina State University's EMP and were drafted by Mr. Bob Delong and Ms Meredith Lancaster of VSU's Department of Environmental and Occupational Safety following their participation in a workshop on environmental management systems.
  - a. Part 1, Policy and Organization, was reviewed and revised by the EIC at an all day session on 17 November 2006, sponsored by Mr. Jim Black, Vice-President of Finance and Administration.



- b. Part 2, Implementing Procedures, was extracted directly from governmental policy manuals by VSU's Department of Environmental and Occupational Safety and, therefore, is not subject to local modification.
2. The Appendix contains VSU's local environmental policy, reviewed and revised by EIC working closely with the key administrators responsible for implementation. It contains the following elements.
  - a. The Waste Prevention and Recycling Policy – Recent, extensive revision of the policy developed last year by the Recycling Subcommittee of the EIC was led by Mr. Ray Sable, Director of Physical Plant and Facilities Planning.
  - b. The Energy Policy – The Energy Policy was developed over the past two years by the Energy Conservation Subcommittee of the EIC under the leadership, last year, of Dr. James Hornsby and, this year, of Dr. Carl Hand working closely with Mr. Ray Sable, Director of Physical Plant and Facilities Planning.
  - c. The Outdoor Lighting Policy – The Outdoor Lighting Policy, developed by the EIC, has existed since November 2001. The policy was reviewed this year, and revision has been minimal.
  - d. The Tree Preservation and Maintenance Policy – In its early form this policy pre-dates the Faculty Senate. The Tree Preservation and Maintenance Policy has been recently reviewed and revised by the EIC working closely with Mr. Ray Sable, Director of Physical Plant and Facilities Planning.
3. The entire EMP document was reviewed by the University Council and, through the University Council, was also reviewed by the Council on Staff Affairs (COSA) and the Student Government Association (SGA).
4. Mr. Bob DeLong and Ms Meredith Lancaster of VSU's Department of Environmental and Occupational Safety are responsible for development of the core EMP document.
5. Dr. Christy Yates is responsible for steering the EMP document through the University Council enabling review by various VSU constituencies including COSA and SGA, and she has graciously incorporated revisions stemming from the University Council's review of the document.

Respectfully submitted,

Richard Carter, EIC Chair  
08 May 2007

**ATTACHMENT D: 2006-2007 Annual Report, Carol Barnett, Chair  
Academic Scheduling and Procedures Committee**

**FACULTY SENATE  
VALDOSTA STATE UNIVERSITY  
STANDING COMMITTEES OF THE SENATE AND THEIR SUBCOMMITTEES  
2006-2007**

**Academic Scheduling and Procedures**

Robert Bauer	(COE)	2005-2008	Scott McDonald	(A&S)	2006-2009
Ada Burnett	(COE)	2006-2009	Arlene Haddon	(CON)	2004-2007*
Jin Wang	Sen (A&S)	2004-2007	Tim Reisenwitz	(COB)	2006-2009
Ashok Kumar	CE, SEN (A&S)	2006-2009	David O'Drobinak	(A&S)	2004-2007*
Ravonne Green	(LIB)	2005-2008	Karin Murray	(COA)	2004-2007
Carol Barnett	C, Sen. (COE)	2005-2008	Allison Curington	(SW)	2005-2008

Students:

ex officio:

Chuck Hudson, Registrar

Walter Peacock, Director of Admissions & Enrollment Management

Honey Coppage, Assistant to the Vice President for Academic Affairs

Rob Kellner, Director of Auxiliary Services

Herbert Reinhard, Director of Athletics

Thomas Hardy, Director of Housing and Residence Life

Tim Yorkey, Director, Council of Staff Affairs

The Academic Scheduling and Procedures Committee of the Faculty Senate met on October 5, November 2, February 1, during the 2006-07 school year. Minutes of these meetings and this report have been placed on file in the archives at Odum Library.

During the 2006-2007 academic year, the Committee addressed the following issues:

***1) Survey of mid-semester spring break schedule***

Since the change to a mid-semester spring break had just been in effect for the first time in 2005-2006, the committee followed up with a survey of faculty, and staff opinions. That survey was conducted in the Fall of 2006. Following examination of the data collected, the results were presented to the Faculty Senate at the November meeting along with information showing the spring break schedules of the other universities in the Georgia system. That information is attached to the minutes of the meeting.

***2) Academic calendar 2007-2008***

At the February meeting the committee voted unanimously to submit a schedule for 2008-2009 to the senate for approval. The senate approved the calendar which is on the next two pages.

Respectfully submitted April 27, 2007  
Carol Barnett, Chair

## Academic Schedule for Fall 2008 through Summer 2009

### FALL 2008

Mon, Aug 18	First Class Day
Mon, Sept 1	Labor Day
Thurs, Oct 9	Midterm
Mon-Tues, Oct 13 - 14	Fall Break
Wed- Fri, Nov 26 - 28	Thanksgiving Holidays
Mon, Dec 8	Last Class Day
Tues, Dec 9	Exam Prep Day
Wed- Fri, Dec 10 - 12	Exams
Sat, Dec 13	Graduation

### SPRING 2009

Mon, Jan 12	First Class Day
Mon, Jan 19	MLK Holiday
Thur, Mar 5	Midterm
Mar 16 - 20	Spring Break
Fri, May 1	Last Class Day
Sat, May 2	Monday- Make-up Day (for all classes that meet on Monday)
Mon, May 4	Exam Prep Day
Tues- Fri, May 5 – May 8	Exams
Sat, May 9	Graduation

### SUMMER 2009

<b>Maymester</b>	
Thur, May 14	First Class Day – Mayterm
Mon, May 26	Midterm for Maymester
Mon, May 25	Memorial Day- Holiday
Thur, Jun 4	Last Class day – Mayterm
Fri, Jun 5	Maymester exams
<b>Summer II (full term)</b>	
Wed, Jun 10	First class day
Thur, Jul 2	Midterm
Fri, Jul 3 (No Class)-July 4-Holiday	Holiday
Mon, Jul 6	No Classes
Tue, Jul 29	Last Class Day
Jul 30-31	Exams
Sat, Aug 1	Graduation
<b>Summer III</b>	
Wed, Jun 10	First class day
Fri, June 19	Midterm
Wed, Jul 1	Last class day
Thurs, Jul 2	Exams
<b>Summer IV</b>	
Tues, Jul 7	First class day

Thur, Jul 16	Midterm
Tues, Jul 28	Last class day
Wed, Jul 29	Exams
Sat, Aug 2	Graduation

**ATTACHMENT E: Academic Honors and Scholarships Committee, Michael Davey,  
Chair**

**ACADEMIC HONORS AND SCHOLARSHIP COMMITTEE**  
**ANNUAL REPORT**

In Fall 2005, the committee discussed the future of Honors Day, how to increase attendance, how to reorganize Honors Day so that it functioned better in relation to other awards ceremonies on campus, and whether to hold an Honors Day at all. Following a meeting between the chair, Dr. Levy and Ann Lacey, director of Special Events, it was decided to go forward with Honors Day that year and to pursue any major changes gradually, possibly implementing them for the 2006-2007 academic year. The consensus on the committee last year was that Honors Day should be eliminated entirely or moved to coincide with graduation so that more parents would be able to attend.

At the meeting November 15, 2006, the committee voted unanimously to forward the following changes to the faculty senate for ratification. These changes were then ratified by the full senate.

1. Honors Day will be changed to an awards dinner only for the nine university-level awards and the five college award winners.
2. All other awards normally presented at Honors Day will now be presented at the award ceremonies for each college.
3. The award dinner will be held the week of graduation.
4. Recognition of the names of all recipients will be observed at each graduation ceremony.
5. Physical distribution of the awards will take place at the graduation for each recipient's respective college.
6. In addition to the award recipients and their families, attendees at the dinner will be determined based on available funding and on insuring proper and decorous observance of the significance of the achievements of the award recipients.
7. The award dinner will include a speaker.
8. The AHAC in conjunction with the office of special events will continue to organize and monitor the success of this event.

The first Honors Dinner is being held May 3, 2007 from 6:30-8:30 pm in the Magnolia Room of the UC.

In January, the committee selected this year's Georgia Legislative Academic Recognition Day representative from VSU. This year's recipient was Melissa Daugherty.

In January, the committee met to select the speaker for this year's Honors Dinner. The speaker this year is Dr. Byron Brown from the Department of English.

In the April, the committee met and selected this year's Annie Powe Hopper Award winner. This year's recipient was Annaliese Roberts Hamm.

Respectfully submitted,  
Dr. Michael Davey, Chair  
Academic Honors and Scholarships Committee

**ATTACHMENT F:                    Athletic Committee Report: 2005-2007**  
**Jim Muncy, LCOBA, Committee Chair**

Data from the athletic committee were acquired from VSU's Athletic Director and disseminated to the committee. No pressing issues for the committee's attention were identified by either the Athletic Department or the Athletic Committee. No issues were remanded to the Athletic by the Faculty Senate.

Jim Muncy  
Professor of Marketing  
Langdale College of Business  
Valdosta State University  
Valdosta, GA 31698

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[www.valdosta.edu/~muncyj](http://www.valdosta.edu/~muncyj)

**ATTACHMENT G: Educational Policies Committee Annual Report 2006-2007**  
**Peggy Moch, Committee Chair**

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**Educational Policies Committee Charge:**

(Taken from the BYLAWS OF THE FACULTY SENATE; Article 2, Committees, Section 3, I, #3)

“To review and recommend policies and procedures pertinent to advising, undergraduate admissions and retention, public services, and registration; and to hear undergraduate petitions for exceptions to academic policy, including graduation.”

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**Fall 2006 Accomplishments**

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**COMPLETED**

Adoption of Educational Policies Committee Bylaws: No previous Bylaws could be located. Bylaws drafted by P. Moch and approved by committee at first meeting with minor corrections. (See EPC-Appendix ‘A’)

*A vote was conducted to accept the document, and move it forward to the Executive Secretary 09/06/2006: 12 yes, 0 no, 0 abstain.*

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**COMPLETED**

Schedule for Meetings: P. Moch surveyed via email all members of the EPC to determine a time suitable for a quorum of members to meet. The most effective meeting time was determined to be the first Wednesday of each month at 8:30 a.m. The meeting schedule will be revisited for Spring Semester 2007 when members have their new course schedules for the upcoming semester.

*A vote was conducted to accept the schedule with potential amendments to be entertained at the next meeting. The schedule was forwarded to the Executive Secretary, Chair of Committee on Committees, and Odum Library Reserve 09/06/2006: 12 yes, 0 no, 0 abstain.*

*A vote was conducted to accept the schedule as submitted, to be revisited at the beginning of the spring 2007 semester for revision if necessary 10/04/2006: 14 yes, 0 no, 0 abstain.*

The committee requested the Faculty Senate be asked to amend Article VI Procedures Section 1, to schedule committee meetings for the semester instead of the year. Submitted 09-28-06 (EPC-Appendix ‘B’).

*P. Moch requested that the Executive Committee review the due date for the Committee Meeting Schedules, primarily because some faculty may not know their spring teaching schedules by the current October 1 due date. C. James suggested adding language stating that in the event a committee chair could not name specific meeting dates for the spring, they must at least submit contact information to the Odum Library Reserves and state that the chair will be available by email and phone for anyone who wishes to be notified about future meetings at the October 19, 2006 Faculty Senate meeting.*

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**Action Item: COMPLETED**

Request to investigate the university core course substitution policy was remanded to the Educational Policies Committee June 14, 2006. (Walter Peacock).

A list of Core Courses that are common to many of the University System Colleges and Universities from which we receive transfer students was presented to the committee by W. Peacock (See EPC-Appendix ‘C’). These core courses would automatically be accepted in designated core areas without the need for course substitutions.

*A motion was made to accept the Core Commonality at University System Colleges and Universities as a policy at Valdosta State University and move it forward to the Faculty Senate. The motion was seconded and passed. 12 yes, 0 no, 0 abstain.*

P. Moch presented the information to the Senate for a full Faculty Senate vote 09/21/2006.

*A motion was called to approve the Core Commonality Spreadsheet. The motion passed. This item was approved by the Faculty Senate and signed into policy by Faculty Senate Executive Secretary Christine James and President Ronald M. Zaccari on September 21, 2006.*

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**Action Item: ONGOING**

Request to investigate the university plagiarism policy to find a means to check if a student has a prior offense was remanded to the Educational Policies Committee November 17, 2005. (Richard Lee).

- Recommend purchase of a site license for the plagiarism software Turnitin.com and make a recommendation to the Faculty Senate Executive Committee. *Statement of support acknowledged by the Faculty Senate 09/21/2006. See EPC-Appendix 'D'.*
- New faculty panel discussion on plagiarism/academic dishonesty –Panel was scheduled for November 8, 2006 in the Odum Library Auditorium from 3:30 to 5:00 P.M. Thank you to Theresa Thompson for representing the committee at the panel discussion.
- October 04, 2006
  - Subcommittee formed to look at various plagiarism policies from other institutions
  - General discussion about academic dishonesty
  - Subcommittee formed to look at to investigate the possibility of assigning a W-F or F instead of W for a class when a student drops the class before midterm because a failing grade is being issued due to cheating
  - Sub-committee formed to investigate in-class strategies for dealing with cheating
- November 01, 2006
  - Subcommittee reported on various plagiarism policies from other institutions
    - National Institutions
    - Global Institutions
    - 10 Benchmark Institutions
    - Georgia Institutions
  - General discussion about academic dishonesty – continued with emphasis on problems specific to VSU and possible causes
  - Subcommittee formed to look at to investigate the possibility of assigning a W-F or F instead of W for a class when a student drops the class before midterm because a failing grade is being issued due to cheating
    - C. Hudson and C. Landis provided a handout of the VSU Withdrawal from Courses Policy. They recommended a change in the policy by adding the following statement to the VSU Catalog Withdrawal Policy section: “A student may not exercise this right to withdraw to avoid sanction for academic dishonesty.”
    - Motion to accept the recommendation for the addition of the statement to the VSU Withdrawal from Courses Policy as part of the committee’s work. It will not be presented to Faculty Senate at this time. The motion passed. *A vote was conducted to accept the proposed change: 13 yes, 0 no, 0 abstain.*
  - Sub-committee formed to investigate the possibility of developing a policy of limited withdrawals and limited grade replacements
- November 29, 2006
  - Subcommittee on various plagiarism policies from other institutions
    - Asked to take the existing VSU plagiarism policy and create a draft of a “working” VSU plagiarism statement based on ideas gathered from other institutions
    - Asked to draft a “working” VSU Honor Code statement (or similarly named document) based on the ideas gathered from other institutions
  - Subcommittee formed to look at to investigate the possibility of assigning a W-F or F instead of W for a class when a student drops the class before midterm because a failing grade is being issued due to cheating



- C. Hudson and C. Landis provided a handout of the VSU Withdrawal from Courses Policy. They recommended a change in the policy by adding the following statement to the VSU Catalog Withdrawal Policy section: “A student may not exercise this right to withdraw to avoid sanction for academic dishonesty.”
- An insertion into catalog statements was reviewed and revisions were suggested. See EPC-Appendix ‘E’.
- Sub-committee on in-class strategies for dealing with cheating
  - Prevention has been found to be far more effective than punitive actions against students found to be in violation; Faculty needs to be proactive
  - New Odum Library film: “Crime and Punishment” plagiarism deterrent sponsored by Dr. Yolanda Hood.
- Sub-committee to investigate the possibility of developing a policy of limited withdrawals and limited grade replacements – general discussion by committee

### Spring 2007 Accomplishments

#### Action Item: COMPLETED

The withdrawal policy needs to be refined in order to deal with academic honesty problems (i.e., plagiarism). The Educational Policies Committee was asked to expedite this issue and present a recommendation to the Faculty Senate as soon as possible was remanded to the Educational Policies Committee February 15, 2007. (Louis Levy)

- Subcommittee formed to look at to investigate the possibility of assigning a W-F or F instead of W for a class when a student drops the class before midterm because a failing grade is being issued due to cheating
  - C. Hudson and C. Landis provided a handout of the VSU Withdrawal from Courses Policy. They recommended a change in the policy by adding the following statement to the VSU Catalog Withdrawal Policy section: “A student may not exercise this right to withdraw to avoid sanction for academic dishonesty.” Approved by EPC 11/01/06.
  - The insertion into catalog statements was approved by EPC 03-07-2007. See EPC-Appendix ‘E’. *A motion was made to accept the revision and move it forward to the Faculty Senate. The motion was seconded and passed. 14 yes, 0 no, 1 abstain.*
  - C. Hudson presented this to the Faculty Senate at the meeting on 03-22-07. This will apply to all students once it is in the catalog.
  - *The revisions to the policy were approved as presented by the Educational Policies Committee March 22, 2007.*
  - C. Hudson sent forward the changes to catalog editor for the changes to go into the 2007-2008 catalog

#### Action Item: ONGOING

Request to investigate the university plagiarism policy to find a means to check if a student has a prior offense was remanded to the Educational Policies Committee November 17, 2005. (Richard Lee).

- January 17, 2007
  - Recommendation from the EPC Committee to the Faculty Senate Executive Committee to purchase a site license for the plagiarism software Turnitin.com was completed and support of the Faculty Senate was acknowledged on September 21, 2006.
    - C. Landis talked with Distance Learning. Turnitin.com is being tested and a February date has been scheduled for release to faculty
    - C. Landis will report about training at May 1, 2007 meeting
  - Subcommittee on various plagiarism policies from other institutions
    - “Working” VSU plagiarism statement drafts in progress
    - “Working” VSU Honor Code statement (or similarly named document) drafts in progress
  - Sub-committee to investigate the possibility of developing a policy of limited withdrawals and limited grade replacements
    - A draft was presented and some revisions were made

- Further discussion tabled to next meeting
  - Continuing Education would like to have a course on designing online courses that promotes academic integrity.
    - P. Moch and S. Reichert (IT colleague from UCF) will look into writing a one hour online course over the summer
- February 7, 2007 – Meeting cancelled due to over abundance of faculty activities and illnesses. Insufficient members available to meet.
- March 7, 2007
  - Subcommittee on various plagiarism policies from other institutions
    - “Working” VSU plagiarism statement drafts in progress
      - J. LaPlant presented the Stephen F. Austin State University policy to see if we agree with certain parts or have any suggestions for changes
      - General discussion
    - “Working” VSU Honor Code statement (or similarly named document) drafts in progress
      - T. Thompson provided a “working” draft for discussion
      - Part of Stephen F. Austin State University policy – so these items will be combined
  - Sub-committee to investigate the possibility of developing a policy of limited withdrawals and limited grade replacements
    - Need for and appropriateness of policy revisited
    - Further discussion tabled to next meeting
- April 4, 2007
  - Subcommittee on various plagiarism policies from other institutions
    - “Working” VSU plagiarism and honor code statement drafts in progress
      - J. LaPlant presented draft of a VSU Academic Integrity Policy
      - Multiple modifications were made including the inclusion of verbiage fro T. Thompson submitted previously
  - Sub-committee to investigate the possibility of developing a policy of limited withdrawals and limited grade replacements
    - Georgia State University Withdrawal Policy (<http://www.gsu.edu/es/withdrawals.htm>) was presented as a model
      - Multiple modifications were suggested
      - New draft with modifications to be presented at May meeting
    - Limited grade replacements still being drafted

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**Action Item: ONGOING**

Issues with advisees and the Graduation Application Process were brought to the Educational Policies Committee January 17, 2007. (Michael Schmidt)

Problems with turn-around-times with forms and general mishandling of forms by students discussed. We need to see if Graduation Applications can be part of CAPP.

- March 7, 2007
  - Online options similar to those used for issuing parking decals were discussed
  - Chuck Hudson will investigate these possibilities and report back to the committee

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**Action Item: ONGOING**

Minors awarded after degree awarded was remanded to the Educational Policies Committee April 19, 2007. (Chuck Hudson)

The committee will consider this item at the May 1, 2007 meeting.

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## EPC-Appendix 'A'

**Bylaws of the Educational Policies Committee*****Article I: Name***

The Educational Policies Committee is a Standing Committee of the Faculty Senate (Senate Bylaws, Art. II, Sect. 3i (3)).

***Article II: Charge***

Educational Policies Committee is charged with reviewing and recommending policies and procedures pertinent to advising, undergraduate admissions and retention, public services, and registration; and to hear undergraduate petitions for exceptions to academic policy, including graduation (Senate Bylaws, Art. II, Sect. 3i (3)).

***Article III: Membership*****Section 1. Selection**

The Committee on Committees nominates and the Faculty Senate approves members of the Educational Policies Committee (Senate Bylaws, Art. II, Sect. 3a).

**Section 2. Membership**

The membership of the Educational Policies Committee includes:

- a. No fewer than two elected senators selected by the Committee on Committees (Senate Bylaws, Art. II, Sect. 3c).
- b. Sufficient additional members of the General Faculty to assure representation of all schools, the Odum Library, and the Division of Social Work (Senate Bylaws, Art. II, Sect. 3a).
- c. Ex officio members: the Registrar, the Director of Admissions and Enrollment Management, the Director of Public Services, the Assistant Dean of the College of Arts and Sciences, and the Director of Women's Studies. Ex officio members are voting members of the Educational Policies Committee. The Educational Policies Committee may nominate additional ex officio members by written request to the Committee on Committees (Senate Bylaws, Art. II, Sect. 3e).
- d. No fewer than one student recommended by the President of the Student Government Association (Senate Bylaws, Art. II, Sect. 3b).

**Section 3. Terms**

All members of the Educational Policies Committee serve three-year, staggered terms, as determined by the Committee on Committees, with all terms beginning on September 1 and ending on July 31 (Senate Bylaws, Art. II, Sect. 5a, 5b, 5c).

**Section 4. Resignations**

Members leaving the Educational Policies Committee must submit a written resignation to the Chair no less than seven days in advance of the effective date of resignation. The committee's Chair must forward copies of written resignations to the Committee on Committees within one week of receiving such resignations. The Committee on Committees appoints replacements for resigned members (Senate Bylaws, Art. II, Sect. 5h).

***Article IV: Officers*****Section 1. Chairperson and Chairperson-elect**

The Chairperson and chairperson-elect must be elected Faculty Senators and are selected by the Committee on Committees for the term of one year, except as provided in VSU statutes. The term of the chairperson may be renewed (Senate Bylaws, Art. II, Sect. 3g).

The Chairperson-elect serves as Secretary and keeps written minutes of all meetings. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in the Odum Library no later than two weeks after a committee meeting. At the end of the year, these committee records will be collected and placed in the University archives in the Odum Library (Senate Bylaws, Art. II, Sect. 6f).

***Article V: Subcommittees*****Section 1. Authority**

- a. The Educational Policies Committee may establish subcommittees as needed (Senate Bylaws, Art. II, Sect. 3h).
- b. The Chairperson will inform the Committee on Committees of the membership of subcommittees at the time they are created (Senate Bylaws, Art. II, Sect. 3h).

### **Section 2. Membership**

The Educational Policies Committee selects the members of subcommittees.

### **Section 3. Officers**

The Chair of the Educational Policies Committee appoints from the committee's membership the chairs of all subcommittees.

### **Section 4. Reports**

All subcommittees of the Educational Policies Committee submit reports as determined by the Educational Policies Committee Chair.

### **Section 5. Terms**

The Educational Policies Committee establishes the terms of its subcommittees. Subcommittees disband when they complete their charges.

## ***Article VI. Procedures***

### **Section 1. Meetings**

- a. The Educational Policies Committee establishes a schedule of meetings for each academic year and submits the schedule to the Committee on Committees on or before October 1 (Senate Bylaws, Art. II, Sect. 6a, 6a (1)).
- b. Meetings of the Educational Policies Committee are open (Senate Bylaws, Art. II, Sect. 6c).
- c. The Educational Policies Committee may invite to its meetings and hear any guests whom the committee deems appropriate (Senate Bylaws, Art. II, Sect. 6d).

### **Section 2. Charges and Goals**

- a. The Educational Policies Committee develops an assessment of their charges and goals for each academic year and submits the list to the Executive Committee (Senate Bylaws, Art. II, Sect. 6a (2)).
- b. The Educational Policies Committee will submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these written rules on reserve at Odum Library (Senate Bylaws, Art. II, Sect. 6a (3)).

### **Section 3. Quorum**

A simple majority of the voting membership of the Educational Policies Committee constitutes a quorum.

### **Section 4. Voting**

- a. Approval of motions is by majority vote of the voting members of the Educational Policies Committee present and voting.
- b. Proxies will be allowed for Educational Policies Committee members who are unable to attend meetings, but can only be given to other Educational Policies Committee members. The Chair of the Educational Policies Committee must be notified of proxies prior to the meeting. No person may hold more than one proxy at any meeting.

### **Section 5. Submission of materials**

All proposals, recommendations, reports, and other materials for consideration by the Educational Policies Committee must be submitted to the Chair a minimum of five working days in advance of a scheduled meeting.

### **Section 6. Annual report**

The Educational Policies Committee Chairperson prepares an annual report and submits it to the Executive Secretary of the Faculty Senate by April 30 (Senate Bylaws, Art. II, Sect. 6f).

## ***Article VII: Amendments to the Bylaws***

### **Section 1. Submission of proposed amendments**

Proposed amendments to the bylaws of the Educational Policies Committee must be submitted in writing to the Chair at least four weeks prior to the next scheduled meeting.

### **Section 2. Approval of proposed amendments**

Approval of proposed amendments to the Bylaws of the Educational Policies Committee is by majority vote of the voting members present and voting.

EPC-Appendix ‘B’

Michael Meacham <mgmeacha@valdosta.edu>, Christine James <chjames@valdosta.edu>  
 Cc: Thressea Boyd <thboyd@valdosta.edu>,  
 Melinda Cutchens <cutchens@valdosta.edu>  
 X-Mailer: QUALCOMM Windows Eudora Version 5.1.1

Hello Executive Committee,

I have received an item for the Executive Committee to discuss, and I will be happy to add it in to the agenda for our next meeting. The Educational Policies committee has asked that we shift the date for reporting the meetings of committees in the spring semester, to the first weeks of January. This is requested because some committee members do not yet know their spring teaching schedule. Is this perhaps something which we could speak to department heads about, based on their date to create the spring schedule (which I believe is actually early in September, perhaps they could give information to the faculty earlier?)

To: Dr. Christine James  
 Executive Secretary Faculty Senate  
 From: Dr. Peggy L. Moch  
 Chair Educational Policies Committee  
 Date: September 28, 2006

Re: Annual Meeting Schedule Policy

Currently all standing committees are required to submit their annual regular meeting schedules prior to October 1st of each academic year. During the discussion of when to set these meetings for the Educational Policies Committee, several faculty members commented their spring teaching schedules had not been finalized yet. Therefore, they could not reliably commit to a meeting schedule beyond the current semester. The discussion that followed recommended changing the policy to submitting meeting schedules at the beginning of each semester, instead of annually. Thank you for your time and consideration of this matter.

Respectfully submitted by Dr. Peggy L. Moch

EPC-Appendix ‘C’

Core Commonality at University System Colleges and Universities

**AREA B**

<b>COMM 1100 or 1110</b>	<b>CS 1000 or CISM 2201</b>	<b>Foreign Language</b>	<b>LIBS 1000</b>	<b>Study Abroad</b>	<b>Service Lrng/Prof Dvlpmnt</b>
ABAC	ABAC	ABAC	Columbus	Bainbridge	Columbus
Augusta	Coastal GA CC	Clayton State	Fort Valley	Waycross	Darton
Bainbridge	Darton	Coastal GA CC	Gordon		Fort Valley
Clayton State	East Georgia	Columbus	West Georgia		Gainesville
Coastal GA CC	Georgia Sthwstrn	Darton			Gordon
Columbus	North Georgia	Gainesville			North Georgia
Dalton	South Georgia	Georgia Perimeter			Waycross

Darton  
 East Georgia  
 Floyd  
 Fort Valley  
 Gainesville  
 Georgia Perimeter  
 Georgia State  
 Georgia Sthwstrn  
 Kennesaw  
 North Georgia  
 South Georgia  
 Southern  
 Polytech  
 Waycross  
 West Georgia

**Georgia Tech and University of Georgia use electives selected by student with advisor approval for Area B**

**AREA C**

<b>Svy British Lit</b>	<b>Svy American Lit</b>	<b>Humanities</b>	<b>British Lit I &amp; II</b>	<b>American Lit I &amp; II</b>	<b>African-Amer Lit</b>
ABAC	ABAC	ABAC	Floyd	Floyd	Floyd
East Georgia	East Georgia	Albany State	GA Perimeter	GA Perimeter	Macon
Georgia State	Georgia State	Augusta State	Gainesville	Gainesville	North Georgia
South Georgia	South Georgia	Bainbridge	Gordon	Gordon	West Georgia
Southern Polytech	Southern Polytech	Dalton	Macon	Macon	
West Georgia	West Georgia	Darton	Middle Georgia	Middle Georgia	
		Floyd	North Georgia	North Georgia	
		Georgia Sthrn	UGA	UGA	
		Gordon			
		Middle Georgia			
		Savannah			
		South Georgia			
		Waycross			

**Intro to Film**  
 Clayton  
 Dalton  
 Gainesville  
 Georgia Perimeter

**AREA D**

<b>Physical Science I &amp; II with lab</b>	<b>Environ Sci or Environ Bio with lab</b>
Albany State	ABAC
Atlanta Metro	Albany State

Augusta State  
Darton

Fort Valley  
Savannah

Armstrong  
Georgia College  
Georgia  
Perimeter  
Georgia Sthrn

**AREA E**

**Macroeconomics**

ABAC  
Albany State  
Armstrong  
Atlanta Metro  
Augusta  
Coastal GA CC  
Columbus  
Dalton  
Darton  
East Georgia  
Floyd  
Fort Valley  
Gainesville  
Georgia Perimeter  
Georgia State  
Georgia Sthwstrn  
Georgia Tech  
Gordon  
Macon State  
Middle Georgia  
North Georgia  
Savannah  
South Georgia  
UGA  
Waycross  
West Georgia

**Microeconomics**

ABAC  
Albany State  
Armstrong  
Atlanta Metro  
Augusta  
Coastal GA CC  
Columbus  
Dalton  
Darton  
East Georgia  
Fort Valley  
Gainesville  
Georgia State  
Georgia Sthwstrn  
Georgia Tech  
Gordon  
Kennesaw  
Macon State  
Middle Georgia  
West Georgia

**HIST 2111 & 2112 allowed**

ABAC  
Albany State  
Armstrong  
Atlanta Metro  
Augusta  
Bainbridge  
Coastal GA CC  
Dalton  
Darton  
East Georgia  
Floyd  
Georgia Tech  
Gordon  
Macon State  
Middle Georgia  
North Georgia  
South Georgia  
UGA  
Waycross

updated 11/09/05

EPC-Appendix 'D'

**FACULTY SENATE  
Est. 1991**

<b>Chairperson</b> Ronald M. Zaccari	<b>Vice Chairperson</b> Louis Levy	<b>Executive Secretary</b> Christine A. James	<b>Parliamentarian</b> Jim Muncy
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**September 14, 2006**

**From: The Faculty Senate Executive Committee**  
**To: Vice President For Academic Affairs Louis Levy**  
**University Planning Officer Christy Coons Yates**  
**Re: Strategic Planning Initiative Request for Funding of Subscription to Turnitin.com**  
**STATEMENT OF SUPPORT**

A variety of faculty members have asked that we consider anti-plagiarism measures on campus. One such measure, a subscription to the Turnitin.com service that checks papers for plagiarism, has been suggested as a budget initiative for Louis Levy at the Vice Presidential level, and has been voted on and endorsed by the Educational Policies Committee of the Faculty Senate, which is chaired by Peggy Moch.

This issue has now also been discussed by the Faculty Senate Executive Committee. During our most recent Executive Committee meeting, Louis Levy shared that he has entered Strategic Planning Database Initiatives requesting the additional funds needed for a university subscription to Turnitin.com, an amount in the range of \$8,000 to \$20,000 depending on the specific subscription category.

The Faculty Senate Executive Committee now formally submits this statement of support for Louis Levy's strategic planning budget initiative on this issue.

We hereby request that Christy Coons Yates make note of this statement of support and use it to bolster Louis Levy's initiative at the state level, and in conversations with the Budget Advisory Council on our campus.

The Executive Committee agrees that the budget initiative for Turnitin.com is an initiative that we support, and is in accord with the goals and purposes of the Faculty Senate. The need for additional checks against plagiarism is clearly evident, and faculty members on our campus who have already used Turnitin.com through their work at other institutions, or in the eCore program of the University of Georgia, are already convinced of its effectiveness. This initiative is in accordance with the University Strategic Plan, especially Goal 1: Enrollment and Retention, as well as all the goals that reference the need to cultivate a "culture of learning," traditions of excellence, and "pride of place" on the Valdosta State University campus.

**Christine A. James**  
**Executive of the Faculty Senate**

#### EPC-Appendix 'E'

Proposed changes

## 2006-2007 UNDERGRADUATE CATALOG

### WITHDRAWAL FROM COURSES POLICY – p. 77-78

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of "W" is assigned. **However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty.** Instructors may assign a "W" on the proof roll for students not attending class. **However, It** is the responsibility of the student to complete the withdrawal process. A withdrawal is official when it is received and processed by the Office of the Registrar.

Students will not be allowed to withdraw after the mid-term point of the semester as published in the school calendar as required by Board of Regents' policy; however, students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of the Registrar. The petition will become a permanent part of the student's file. If the petition is approved, the instructor may assign a grade of "W" or "WF" after mid-term. Note that "WF" is calculated in the grade point average the



same as “F.” Any student who discontinues class attendance after mid-term and does not officially withdraw may be assigned a grade of “F.”

No fee adjustment will be made for withdrawals except as outlined in the Tuition, Fees, and Costs Section of this *Catalog*. The Business and Finance Office will receive a copy of the withdrawal form for refunding if applicable. Students receiving financial aid should be aware that withdrawal from courses may affect continued financial aid eligibility. Refer to the section on Financial Aid Academic Requirements for additional information.

## 2006-2007 GRADUATE CATALOG

### WITHDRAWAL FROM COURSES POLICY – p. 15

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of “W” is assigned. **However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty.** Instructors may assign a “W” on the proof roll for students not attending class. **However, It** is the responsibility of the student to complete the withdrawal process. A withdrawal is official when it is received and processed by the Office of the Registrar.

Board of Regents policy does not allow students to withdraw after the midterm date published in the school calendar. Students may petition for an exception to the withdrawal deadline for cases of hardship. Petition forms are available in the Office of the Registrar. The petition will become a permanent part of the student’s file. Any student who discontinues class attendance after mid-term and does not officially withdraw may be assigned a grade of “F.” No fee adjustment will be made for withdrawals except as outlined in this catalog. The Finance and Administration Office will receive a copy of the withdrawal form for refunding if applicable.

**ATTACHMENT H: Faculty Development and Research Committee Annual Report 2006-2007, Richard Amesbury, Committee Chair**

**Faculty Development and Research Committee  
Annual Report  
Spring 2007**

The Faculty Development and Research Committee met monthly. Minutes are available. The following report highlights major areas of business for the committee.

On 11 September 2006 the committee approved the following goals for the past academic year:

1. To draft and approve committee bylaws.
2. To implement newly approved guidelines for Faculty Development Grant applications.
3. To review proposals for Faculty Development and Faculty Research Grants and to award grant money.
4. To consider revisions to the current grant caps and/or other existing policies and procedures.

I am pleased to report that we drafted and approved by-laws in September. These are – to the best of our knowledge – the first official by-laws of the committee. We also have successfully implemented a new set of guidelines that were approved last spring.

The primary work of the committee is, of course, the review of proposals, and we met monthly for this purpose. We disbursed 206 Faculty Development Grants (totaling approximately \$100,100) and 24 Faculty Research Grants (totaling \$22,622). We exhausted our Faculty Development funding in February and our Faculty Research funding in March.

We strongly support raising the grant caps and increasing the total funding for faculty development and research at VSU. The fact that our money was exhausted early in the spring indicates the need for additional funding, and the rising costs of travel suggest that the current caps are set too low.

In addition to the items listed as goals, the Chair has spoken about available grants to a number of groups – including new faculty, department heads, and the College of Education.

Respectfully Submitted,

Richard Amesbury  
Chair, Faculty Development and Research Committee  
Department of Philosophy and Religious Studies

**ATTACHMENT I: Library Affairs Committee Annual Report 2006-2007, Apryl Price,  
Committee Chair**

**Library Affairs Committee  
Annual Report 2006-2007**

The Library Affairs Committee met twice during the 2006-2007 academic year.

During the fall, Dr. George Gaumond explained the funding formula for library allocations. No changes were made to the current funding formula.

Dr. Gaumond discussed the \$10,000 in library contingency funds. The committee agreed to make contingency requests forms due the first day after the MLK holiday.

Dr. Betty Paulk presented information about the upcoming LibQual survey to the committee. The survey would assess student, faculty, and staff expectations of the library's resources and services.

The library's InterLibrary Loan Department announced its new document delivery service called Odum Express. Faculty can have articles and books delivered to their departments via Odum Express.

During the spring, the committee reviewed two contingency fund requests from the Music Department and the Philosophy and Religious Studies Department, submitted by Dr. Donovan Stokes and Mr. Ray Peace respectively, totaling \$20,064.40. The committee decided to split the \$10,000 equally, and approved the distribution of \$5,000 of contingency funds to both departments.

At the time of the last meeting, the LibQual survey results were not available to the committee. Next year the committee may want to review the results of the survey and any changes the library has decided to make because of the findings.

Respectfully submitted,

Apryl Price, Chair

## **ATTACHMENT J: Minority and Diversity Affairs Committee Annual Report 2006-2007, Clemente Hudson, Committee Chair**

### Minority and Diversity Issues Committee

The Minority and Diversity Issues Committee held three meetings in the 2006-2007 academic year. Committee Members included LeVonne Lindsay (COA), James Ernest (COE), Luis Bejarano (A&S), Nancy Redfern Vance (CON), Rajesh Iyer (COB), Suzannah Patterson (COA), Janet Foster (COE), Rich Vodde (SW), Fred Knowles (A&S), Julie Bowland (COA), Marta Kvande (A&S) and Babacar Mboup (A&S). Ex Officio members included Maggie Viverette, Director of Equal Opportunity Programs/Multicultural Affairs, Shelia Wakely, representative for the Director of Counseling, and Denise Bogart, Director of Human Resources.

The Chair of the committee, Dr. Clemente Charles Hudson (COE), called the first meeting to be held on September 20, 2006. At this meeting Dr. Hudson informed the committee of the responsibilities of the committee according to Article VI (procedures) of the Senate bylaws. Dr. Hudson was particularly concerned with the lack of attendance by committee members in the previous year and wished to make changes in the bylaws especially concerning proxy voting and attendance requirements for a quorum. Because the committee was not given a charge for the year, updating the committee's bylaws and reviewing the standing goals became the committee's primary concerns.

On October 18, 2006, Ms. LeVonne Lindsay was elected Secretary. Subsequent meetings were scheduled for 11/15, 2/14 and 4/18 from 4:00-5:30pm. A review of the by-laws resulted in the proposal of the following amendments:

- That all ex officio members be given voting rights
- That any reports, recommendations and proposals be sent to the committee Chair at least 3 weeks before the next scheduled meeting and to the committee members at least 2 weeks before the next scheduled meeting
- That proxies be accepted as committee members with voting rights
- That proxies must be current members of the committee and that written notification of proxy assignments be given to the Secretary and Chair in advance of the meeting. Members would be limited to 2 proxies per year.
- That any member who misses 2 meetings in an academic year without assigning a proxy be subject to removal from the committee and their department would be notified that a new member would be needed to fill their former position.
- That proposed amendments to the bylaws must be sent to the Chair at least 4 weeks in advance of the next scheduled meeting and sent to the members at least 2 weeks in advance of the next scheduled meeting.

On November 15, 2006 the proposed amendments were passed. An updated copy of the bylaws and a report with an assessment of our charge and goals were submitted by the Secretary to the Committee on Committees and the Executive Secretary of the Senate.

There were no items to set an agenda for the rest of the year, therefore the 2/14 and 4/18 meetings were cancelled.

**ATTACHMENT K: Student Activities Committee Annual Report 2006-2007, Kenny Ott, Committee Chair**

**Annual Report of the Student Activities Committee  
Made to the Faculty Senate  
May 17, 2007**

The Student Activities Committee met on November 1, 2006 and February 28, 2007. Minutes of these meetings and this report have been placed on file in the archives at Odum Library.

Members Attending: Kenny Ott – Chair, Patrick McGuire - Chair-elect, Heather Brasell Secretary, Trenton Allen – Student senator, Tanika Lakes – Student senator, Mike Stoltzfus, Pat Miller, Guy Frost, Carol Smith, Dan Baracskey, Carol Glen, Leisa Marshall, Deborah Weaver, Paula Wolftech, Stacey Walters, Karen Rowland; Ex Officio Present: Richard Lee – Dean Students Office, Kurt Keppler – V.P. Student Affairs

1. One of the committee’s top priorities, this academic year, was the discussion and proposed recommendation for the renewal and modification of the committee. In addition, the Student Activities Committee met the following goals for the year (they were):
  - a. Review and Update the Student Activities Committee bylaws. (The current bylaws were from 1997)
  - b. Elect a Secretary for the Student Activities Committee.
  - c. As per the Faculty Senate’s decision the Student Activities Committee was renewed by the Faculty Senate for a period of on year. (Minutes of May 18, 2006) The Student Activities Committee will gather information to provide to the Faculty Senate in order for it to assess the progress of the Student Activities Committee. The Faculty Senate will decide to renew, modify or discontinue the committee at the May meeting of Faculty Senate.
  - d. Examine possible options for the committee (i.e. maintain the committee, modify the committee, or discontinue the committee).
  - e. Work with VSU administrators to identify to better clarify the mission of the Student Activities Committee. Specifically work with the Vice President of Student Affairs in order to foster a better understanding of the role of the Committee.
2. One of the primary issues, this year, was to provide information to the Faculty Senate on whether to renew, modify, or discontinue the committee. The committee looked at the several options and will make the following recommendation to the Faculty Senate:

“The Committee proposes that the Faculty Senate renew and modify this Committee.

The justification for the Committee is that it should serve as a conduit for information between the Division of Student Affairs and faculty and articulate faculty perspectives on Student Affairs decisions. By-Laws of the Student Activities Committee have been modified to reflect this justification.”

3. The Student Activities Committee By-Laws, dated 1997, were revised (attached). The revisions are as follows:

Issue 1 – change to voting procedures.

Delete. Article VI. PROCEDURES

“h. Proxies will not be allowed for Committee members who are unable to attend meetings.

i. Any member may request a paper ballot vote on any issue.”

Add. “Article VIII. VOTING PROCEDURE

a. Voting will be by show of hands. Voting for the election of Secretary will be by paper ballot.

b. Any member may request a paper ballot vote on any issue.

c. Proxies will be allowed for Committee members who are unable to attend a Student Activities Committee meeting. Proxies must register with Chair prior to the meeting. No person may represent more than one (1) other Committee member at a meeting.”

Issue 2 – Charge to the Committee

Article II. CHARGE TO THE COMMITTEE

Change existing text to subparagraph 1.

Add subparagraph 2.

“The Committee will work closely with the Vice President for Student Affairs and coordinate with the Student Life (SL) Committee and its related committees to avoid duplicating committee responsibilities.”

Issue 3 – Department of Developmental Studies

The Department of Developmental Studies no longer exists.

Delete Article III XXXXXX

a. “Department of Developmental Studies”

Respectfully submitted,

Kenny Ott, Chair

## BYLAWS OF THE STUDENT ACTIVITIES COMMITTEE

### ARTICLE I. STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee is a Standing Committee of the Faculty Senate.

### ARTICLE II. CHARGE

a. The Student Activities Committee:

1. reviews and recommends policies and procedures pertinent to student discipline;
2. reviews and recommends policies and procedures pertinent to student publications;
3. reviews and recommends policies and procedures pertinent to student organizations;
4. reviews and recommends policies and procedures pertinent to fraternities and sororities;
5. reviews and recommends policies and procedures pertinent to concerts and lectures;
6. reviews and recommends policies and procedures pertinent to student affairs in general.

b. The Committee will work closely with the Vice President for Student Affairs and coordinate with the Student Life (SL) Committee and its related committees to avoid duplicating committee responsibilities.

### ARTICLE III. MEMBERSHIP

The membership of the student Activities Committee is composed of:

- a. members who are nominated by the Committee on Committees and approved by the Faculty Senate. Membership is assigned to properly represent each School, and the Odum Library. All Committee members serve three-year, staggered terms. Terms of Committee members begin on September 1 and end on August 31.
- b. no fewer than two (2) elected Senators selected by the Committee on Committees and approved by the Faculty Senate;
- c. no fewer than one (1) student recommended by the President of the SGA;
- d. ex-officio members who are nominated by the Committee on Committees and approved by the Faculty Senate. Ex-officio members of the Committee are non-voting members. The

chairperson of the committee may request that ex-officio members be appointed to the Committee by making a written request to the Committee on Committees.

A member of the Committee who finds it necessary to resign must provide the Committee chairperson written notification no less than seven (7) days in advance of the effective date of resignation. Within (7) days of notification, the chairperson will notify the Committee on committees of the resignation. The Committee on Committees appoints replacements.

#### ARTICLE IV. OFFICERS

The officers of the Student Activities Committee will consist of:

- a. Chairperson: The chairperson of the Student Activities Committee must be a Senator and is elected by the Committee for a term of one (1) year. The term of the chairperson may be renewed;
- b. Secretary: The secretary of the Student Activities Committee is elected by the Committee for a term of one (1) year. The term of the secretary may be renewed.

#### ARTICLE V. SUB-COMMITTEES

- a. The Student Activities Committee may create sub-committees. At least one (1) member of the sub-committee must be a member of the Student Activities Committee.
- b. Sub-committee members do not need to be faculty or Senators and are chosen solely by the Committee. The terms of the sub-committee members are determined by the Committee.
- c. The chairperson of the Committee will inform the Committee on Committees of the membership of sub-committees.
- d. Chairpersons of sub-committees will be appointed by the Committee chair, subject to approval of the Committee.
- e. Chairs of sub-committees will give the Committee prior notice of meetings, provide minutes of meetings, and submit recommendations and reports as determined by the Committee.

#### ARTICLE VI. PROCEDURES

- a. On or before October 1, the Student Activities Committee will discharge the following responsibilities:
  1. Set a schedule of its regular meetings and so inform the Committee on Committees.
  2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of its charge and the goals it wishes to achieve in the coming year.



3. Submit written rules governing its procedures to the Executive Secretary of the Faculty Senate and place these written rules on reserve in the Odum Library.
- b. Reports, recommendations, and proposals must be sent in writing to the Committee chairperson at least two (2) weeks prior to the next scheduled Committee meeting. The Committee chairperson is responsible for setting the agenda for meetings.
- c. All Committee and sub-committee meetings are open. The Committee will decide whether or not guests of the Committee will be heard and under what conditions.
- d. Meetings will be conducted according to the last revision of Robert's Rules of Order.
- e. The Committee will keep substantive minutes or recordings of its deliberations. Copies of Committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in the Odum Library no later than two (2) weeks after a Committee meeting.
- f. The Committee will prepare an annual report and submit it to the Executive Secretary of the Faculty Senate by June 15.
- g. A majority of the Committee membership will constitute a quorum.

#### ARTICLE VII. AMENDMENTS TO BYLAWS

- a. A proposed amendment to the Committee bylaws must be submitted in writing to the Committee chairperson at least two (2) weeks prior to the next scheduled meeting.
- b. A majority vote by those members in attendance and voting will be required to amend the Committee bylaws.

#### VIII. VOTING PROCEDURE

- a. Voting will be by show of hands. Voting for the election of Secretary will be by paper ballot.
- b. Any member may request a paper ballot vote on any issue.
- c. Proxies will be allowed for Committee members who are unable to attend a Student Activities Committee meeting. Proxies must register with Chair prior to the meeting. No person may represent more than one (1) other Committee member at a meeting.”

**ATTACHMENT L: Student Services Committee Annual Report 2006-2007, Chéré Peguesse, Committee Chair**

**Annual Report of the Student Services Committee  
Made to the Faculty Senate  
April 27, 2007**

The Student Services Committee convened three times, one of which was by email. The minutes of each of these meetings are on file at the Odum library.

The committee began by reviewing the bylaws and goals for the year. Because only half the committee could attend, the next meeting was an email vote about whether to approve the goals and bylaws. The final meeting, April 12, addressed standing issues left over from the 2006 agenda. Those issues were:

1. Contacting the Farber Health Center about sending some kind of documentation to faculty when students have been absent for health reasons.
2. Creating and administering a student satisfaction survey.
3. Discussing ideas to enhance the Student Success Center services.

The committee, whose area of concern includes financial aid, housing, health services, counseling services, mail services, and food services discussed the charge of the committee and considered a number of issues that the committee might assume.

Regarding issue one, the committee chair contacted Rita Collins from the Farber Health Center to ask about sending documentation to faculty. It seems that a few years ago, the Farber Health Center (FHC) received lots of complaints that students were forging their own written excuses. The Dean of Student Affairs asked the FHC to stop sending these written excuses to faculty to stop the deception. Alternatively, students *can* request a copy of their own health records, which contain dates and times. Rita consulted with her faculty, and they agreed to make this issue a part of their strategic planning and goals for this year.

Regarding issue two, our committee has been working on a student satisfaction survey for at least a year now, as well. Dr. Marsha Krotseng in the Office of Strategic Research and Analysis is sharing information on student satisfaction gathered from the NSSE—National Survey of Student Engagement—and encourages us to meet with her to discuss how we might use this wealth of information for further research. Steve Kohn had developed a thorough preliminary survey and shared it with the committee last year; what Chere has discovered is that we already have that kind of information (but didn't know about it until after Steve had designed the survey). The committee appreciates Steve's time and expertise. Our meetings in the Fall of 2007 will consider how to use the NSSE information to improve student services.

Regarding issue three, our SGA representative proposed that the Student Success Center may have a noise issue. Several students have mentioned to her that sometimes it's too loud to study.

**New Items**

1. The Access office is developing a website to train faculty about how to assist students with disabilities. The training takes about thirty minutes. Kim Tanner wanted the committee to give her some ideas about how to get this information and training to faculty. Members discussed incorporating training into new faculty orientations, whether to make the training mandatory, designing access like the Charitable Contributions program (where how each department's participation is disseminated to create a friendly competitive spirit). This item will no doubt be discussed in upcoming meetings.
2. Lori Howard suggested a revision to Banner that includes who a student's advisor is and where that advisor is located.

Blaine Brown chaired the Financial Aid Appeals Committee, which met on Dec. 5<sup>th</sup>, 2006; January 30, 2007; and April 17<sup>th</sup>, 2007. There were 8 student financial aid appeals: 1 was approved and 7 were denied.

Respectfully submitted,

Chere Peguesse, Chair



**ATTACHMENT N:**

**Phil Gunter question regarding Masters Degrees and Graduate Degrees. Phil has a faculty member who is interested in pursuing a new Masters while already holding a Doctorate in a different field. He wants to know if Masters degrees can be given without special exception appeals, if special exceptions and appeals are only done for Doctoral degrees, or if the person seeking a Masters must go through the special exceptions process.**

Date: Tue, 01 May 2007 07:49:28 -0400  
From: "Dr. Phil Gunter" <pgunter@valdosta.edu>  
Subject: Re: Item #04-004  
To: Christine A James <chjames@valdosta.edu>  
X-Accept-Language: en-us, en  
User-Agent: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.7.12) Gecko/20050915  
Original-recipient: rfc822;chjames@valdosta.edu

Dr. Phil Gunter wrote:

Christine, I'm having difficulty finding item # 04-004 passed by the senate on September 23, 2004. Can you direct me to where I might find the full text?

TX

Phil Gunter

Christine A James wrote:

Hi Phil!

Here is what I have, below, there's references to that numbered item in a couple of different minutes from 2004 (which are on the Faculty Senate website, but you'd need a sherpa guide or something...:-) Hope this helps you:

<http://www.valdosta.edu/vsu/facsen/Minutes/040318min.pdf>

(Item #04-004) Recommendation from the Educational Policies Committee -- Michael Schmidt:

No full-time faculty member of Valdosta State University will be awarded a doctoral degree by the college in which he/she teaches.

P. Gunter asked if there should be a distinction between full-time or tenured track faculty.

E. Clark noted that she had spoken with several deans across the area and most schools that have a doctoral degree allow an avenue for exception in extenuating circumstances.

A motion was made to accept the recommendation. After additional discussion D. Boyd recommended the issues be sent back to the original committee. B. Hull noted that a motion was on the floor. M. Meacham recommended voting on the motion. The motion failed. M. Meacham moved to remand the recommendation back to the original committee. The motion carried.

UPDATED later:

<http://www.valdosta.edu/vsu/facsen/Minutes/040923min.pdf> (next page)

1. (Item #04-004) Educational Policies recommendation concerning doctoral candidates. G. Macheski asked M. Schmidt to discuss recommendations from the committee. M.Schmidt explained that based on previous Faculty Senate discussion, an exception clause has been added that provides the protocol for exceptions to be reviewed based on merits of the petition. A motion was made to accept the policy and seconded. It passed 31 to 14.

Phil Gunter wrote:

Christine, I did come up with it. As you can see the recommendation started out as "a graduate degree" and ended up "a doctoral degree."

The doctoral degree was the concern at the time. However, now I have a faculty member who wants to complete a master's degree (she already hold a doctorate) in the department in which she teachers. I don't know if the language in item 04-004 can generalize or not. Perhaps, this is another item for senate consideration.

Thanks for your help.

Phil Gunter

\*1. Senate item # 04-004: \*

\*A request to develop a policy regarding tenure-track faculty who are pursuing a graduate degree in the department in which they are teaching. \*

\*No full time faculty member of Valdosta State University will be awarded a doctoral degree by the college in which he/she teaches. Any exception to this policy must be recommended by the Dean of the College and approved by the Vice President for Academic Affairs. \*

\*Faculty already accepted into, and currently enrolled in a doctoral program in which they are teaching, are exempt from this policy. \*

\*This policy will be effective immediately, upon approval by the Faculty Senate. \*

**ATTACHMENT O:****UNIVERSITY COUNCIL MINUTES**

President Ronald Zaccari, Chair · Christy Coons Yates, Executive Secretary · Yvonne LeRoy-Landers, Recorder  
www.valdosta.edu/planning

Page 1 of 3

**Minutes of April 24, 2007 Meeting****University Council convened at 9:00AM in the University Center Cypress Room****Welcome and Update (President Zaccari)**

**A.** Legislature announced Valdosta State University was awarded \$ 4,000,000 to renovate Nevins Hall. Mr. Sable, chair for Space Management Council will address the issues of space and reorganization. He will also develop an action plan for the up coming construction, renovations and demolitions.

**B.** Board of Regents approved plans for VSU's \$120 million capital improvement projects.

Ambling Companies, Inc. has been selected as the developer for all three residence hall projects with an estimated cost of \$38-40 million. (Residence halls Hopper and Georgia are going to be demolished and rebuilt, Reade Hall will be renovated)

-Two parking decks will create 1,000 spaces each and offices for Parking and Transportation, University Police, Auxiliary Services and potential retail rental space. The locations under consideration include the parking lot adjacent to the Student Recreation Center and the east side of the Oak Street parking lot.

-The new student health center will be constructed in the parking lot between International Programs and the current Parking and Transportation office located on Georgia Avenue

-The existing University Union will be replaced with a new 125,000 square foot student union. The new union will include offices for Student Life, Student Government Association, Campus Activities Board, the Spectator and the Dean of Students office.

-Special Thanks to Senator Tim Golden for helping us move forward with these capital projects.

**C.** Math and Science Initiative- VSU was awarded \$ 125,000 and the rest went to public funding

**D.** Update on Regional Health Summit- we had over 100 participates. We invited 2 year and 4 year colleges, CEOs from the hospitals, SEWA/AHEC Representatives from region to project the needs of the HealthCare System in Georgia. Daniel Rahn, President -Medical College of Georgia gave a presentation on how we will address and provide the health care needed. <http://www.valdosta.edu/pres/rhs/>

**E.** Special Thanks -Sun Morning on ABC -Communication Major- Earth Day on Sun complimented SAVE students and Raymond Sable, and Greg Gordon.

**F.** Jonathan Stroble- New SGA Rep. (SGA President)

**G.** Special Thanks to the University Council for working Together as a Family.

**Review of Member Responsibilities**

Dr. Coons-Yates requested the members of the University Council Member please read the agenda and minutes from the meetings. Dr. Zaccari wants every UC member to share this information with their areas. He is also requesting a one page synopsis of how and what medium was used to communicate the UC Updates to your constituents. Once completed please submit the synopsis to Dr. Coons-Yates. Make sure to identify the communication channel used.

**Announcement of Connect ED**

The VSU Campus Alert service enables campus leaders to schedule, send and track personalized voice messages, and can also send text messages to cell phones and email addresses. Students, faculty and staff must opt-in to have their contact information included for alerts by entering their information at [www.valdosta.edu/editalertinfo](http://www.valdosta.edu/editalertinfo). Mr. Newton requested to please share the information with staff, faculty and student. VSU Alert System Sign-ups as of 4-24-07: Staff 171, Faculty 243, Students 1416.

**Review Report of Progress on Academic Program Goal (Dr. Louis Levy)**

**A.** The Academic Programs Goal begins on page 12 of the Master Plan

**B.** Update on Action Plans within the Goal

- **Action Step # 1:** The Reactive Nurse Practitioner Program is on schedule for implementation in Fall 2007 and the Clinical Nurse Leader Program is on schedule for implementation in Summer 2007.

Academic Affairs will submit a letter of intent to the Board of Regents regarding a Doctorate of Social Work degree. As of April 2007 a letter of intent has been resubmitted to the Doctorate in Communication Disorders degree.

- **Action Step # 2:** The goal to hire more faculty with interdisciplinary backgrounds will be assessed prior to August 1, 2007 when faculty hiring is more complete to see if we are on target with the 20% recommendation.

- **Action Step # 3:** Academic Affairs is waiting to hear an update from Jon Sizemore on faculty trained during the 2006-2007 academic year.

- **Action Step # 4:**

- **Action Step # 5:** In efforts to increase team-teaching across disciplines the College of Nursing is working

with Criminal Justice and Psychology to develop a proposal for forensic health care applications and forensic nursing by Summer 2008.

- **Action Step # 6:** In efforts to increase service learning opportunities for students, Academic Affairs will review the possibility of expanding Area B in the core curriculum to allow for service learning projects such

as internships or coop hours to count towards Area B.

### **Discussion: Smoking Enforcement Ideas and Options (Dr. Keppler)**

#### **A. Options utilized by other institutions (Dr. Keppler)**

There is a continuum of strict policies at Gainesville, Albany, and Dalton that do not allow smoking. They are

Smoke Free Campuses. We have three options to decide from

- Restricting Smoking on campus

- Drawing of Lines

- Building Individual Building

#### **B. Potential landscaping or hardscaping solutions (VP Jim Black and Mr. Ray Sable)**

Where would we establish smoking areas? Mr. Black presented a map of VSU building entrances with drawn

circles that denote 30 feet. He will make recommendations and options of where we could move the benches

at the May meeting.

-Dr. Coons-Yates presented the option of getting grants from the Tobacco Co.

#### **C. Suggested signage (Diana Hassard or SGA designee and Dr. Keppler)**

#### **Environmental Policy Update (Dr. Coons Yates)**

**A.** The Environmental Policy will be an on going policy to include the review and responses of everyone. COSA, SGA, Senate have until May 28th to complete their reviews and respond

**B.** UnCo will hold its discussion and endorsement decision at the May 29th meeting

#### **Environmental Inspection (Mr. DeLong)**

**A.** VSU will be going thru an environmental inspection. We are asking for you cooperation and assistance beforehand- BE PREPARED TO BE IN REGULATION! Compliance inspections are not scheduled in advance

and we cannot ask the inspectors to come back another day.

**B.** Although E&OS will accompany any inspector at all times, the inspector can and will ask questions of people actually working in inspected areas. The two types of inspections are:

- Single-media Inspection: an inspection of a facility for compliance with regulations under one of the acts listed below.

- Multimedia Inspection: a full inspection of a facility for compliance all applicable regulations.

#### **Coming Up in May (Dr. Coons-Yates)**

**A.** Leave Sharing Policy (Dr. Bogart) We are in the process of reviewing the leave sharing template. This has

been set by the system office and we will be implementing in May.

**B.** Diversity Plan (Ms. Viverette) will ask us to review the new diversity plan for VSU.

Use the minutes from the UC as your working document

#### **University Council adjourned at 10:36 AM**

#### **Next Meeting**

May 29th at 9AM, UC Cypress Room

#### **Members Present:**

President Zaccari



Ralph Allen  
Jeremy Baker  
Jim Black  
Richard Carter  
Page 2 of 3  
Carl Cates  
Christy Coons-Yates  
Danielle Everson  
Shirley Hardin  
Richard Hammond  
Verna Harvey  
Yolanda Hood  
Christine James  
Kurt Keppler  
James LaPlant  
Louis Levy  
Russ Mast  
Joe Newton  
Scott Sikes  
Jonathan Stroble  
Maggie Viverette  
Tim Yorkey

**Advisory Members Present:**

Laverne Gaskins  
Charles Harmon  
Marsha Krotseng  
Walter Peacock

**Members Absent:**

Ralph Allen (Represented by Brian Adler)  
Denise Bogart  
Richard Carter (Represented by Dr. Russ Goddard)  
Traycee Martin  
Herb Reinhard (Advisory)

**Guests:**

Mary Gooding  
Rob Kellner  
Yvonne LeRoy-Landers  
Ray Sable  
Jeanne Severns  
Jennifer Tanner  
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**ATTACHMENT P: Faculty Affairs Committee Annual Report and Committee By Laws**

2006-2007 Annual Report  
of the

**Faculty Affairs Committee:**

**A Statutory Committee**

**of the**

**VALDOSTA STATE UNIVERSITY**

**FACULTY SENATE**

Faculty Senators

**Marty Williams - C (A&S) (2005-2008)\*\***

**John Hummel - PC (COE) (2004-2007)**

**Jane Whitehead - CE (A&S) (2006-2009)\*\***

General Faculty

**College of the Arts Larry Etling (2006-2009)**

**College of Arts and Sciences Louis Schmier (2004-2007)**

**College of Business Administration Don Seat (2005-2008)\*\***

**College of Education Teddi Cunningham (2004-2007)\***

**College of Nursing Sandie Delk (2004-2007)\*\***

**Odum Library/ Social Work/Lib Sci. Dale White (2004-2007)\* (Replaced by Shiloh Smith in February, 2007)**

The Faculty Affairs Committee of the Faculty Senate met on September 9, 2006 and February 27, 2007. Minutes of these meetings and this report have been placed on file in the archives at Odum Library.

During the 2006-2007 academic year, the Committee addressed the following issues:

***1) Reviewed and amended the revised Faculty Evaluation Model.***

The Committee, per Executive Committee charge, reviewed the Faculty Evaluation Model in consultation with Dr. Sharon Gravett, AVP of Academic Affairs. After consultation, the committee voted to make corrections as necessary and amend the model to simplify evaluation categories. Past Chair Dr. John Hummel provided language to clarify the model evaluation form in order to eliminate possible confusion that might result from a Needs Improvement category. The current adopted by the Senate eliminates this confusion and clarifies administrative responsibilities. In addition, the Chair added language in footnote form to emphasize the models flexibility, since various University entities must meet different professional standards and accreditations requirements.

**2) *By Laws***

A draft of by-laws (attached) was submitted to the committee for deliberation May 2007. Revision and adoption is anticipated in 2008-09.

Submitted May, 2007  
Marty Williams, Chair

## **Bylaws of the Faculty Affairs Committee (Draft)**

### ***Article I: Name***

The Faculty Affairs Committee is a Statutory Committee of the Faculty Senate.

### ***Article II: Charge***

Per the VSU Statutes, the Faculty Affairs Committee:

- (a) reviews policies and makes recommendations pertaining to faculty welfare matters;
- (b) reviews policies and makes recommendations pertaining to the teaching, learning, and research environment of the University; and
- (c) reviews policies and makes recommendations pertaining to general University matters affecting the educational mission, such as public relations, campus security, parking and traffic control, and copying and printing services.

### ***Article III: Membership***

Section 1. The membership of the Faculty Affairs Committee is composed of:

- (a) three (3) Elected Senators appointed by the Committee on Committees with no more than one (1) senator from any one undergraduate college, the Division of Social Work, or Odum Library (the Committee on Committees appoints one of these Senators as Chairperson); and
- (b) six (6) members of the General Faculty—one (1) elected by the General Faculty of each undergraduate college and one (1) elected by the combined General Faculty of the Division of Social Work and Odum Library. None of the faculty elected may be Senators.

#### Section 2. Terms

The terms of elected and appointed committee membership are for three (3) years. The terms are staggered by the Committee on Committees so that one third (1/3) of the membership is replaced each year.

#### Section 3. Resignations

Members leaving the Faculty Affairs Committee must submit a written resignation to the Chair no less than seven days in advance of the effective date of resignation. The committee's Chair must forward copies of written resignations to the Committee on Committees within one week of

receiving such resignations. The Committee on Committees appoints replacements for resigned members.

#### ***Article IV: Officers***

##### Section 1. Chairperson and Chairperson-elect

The Chairperson and chairperson-elect must be elected Faculty Senators and are selected by the Committee on Committees for the term of one year, except as provided in VSU statutes. The term of the chairperson may be renewed.

The Chairperson-elect serves as Secretary and keeps written minutes of all meetings. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in the Odum Library no later than two weeks after a committee meeting. At the end of the year, these committee records will be collected and placed in the University archives in the Odum Library.

#### ***Article V: Subcommittees***

##### Section 1. Authority

- a. The Faculty Affairs Committee may establish subcommittees as needed.
- b. The Chairperson will inform the Committee on Committees of the membership of subcommittees at the time they are created.

##### Section 2. Membership

The Faculty Affairs Committee selects the members of subcommittees.

##### Section 3. Officers

The Chair of the Faculty Affairs Committee appoints from the committee's membership the chairs of all subcommittees.

##### Section 4. Reports

All subcommittees of the Faculty Affairs Committee submit reports as determined by the Committee Chair.

##### Section 5. Terms

The Faculty Affairs Committee establishes the terms of its subcommittees. Subcommittees disband when they complete their charges.

## *Article VI. Procedures*

### Section 1. Meetings

- a. The Faculty Affairs Committee establishes one scheduled meeting for the fall semester of each academic year and submits the schedule to the Committee on Committees. Other meetings occur depending upon charges received from the Faculty Senate or from the Executive Committee of the Faculty Senate.
- b. Meetings of the Faculty Affairs Committee are open.
- c. The Faculty Affairs Committee may invite to its meetings and hear any guests whom the committee deems appropriate.

### Section 2. Goals and Rules

- a. The Faculty Affairs Committee develops goals for each academic year and submits the list of goals to the Executive Committee.
- b. The Faculty Affairs Committee will submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these written rules on reserve at Odum Library.

### Section 3. Quorum

A simple majority of the voting membership of the Faculty Affairs Committee constitutes a quorum.

### Section 4. Voting

- a. Approval of motions is by majority vote of the voting members of the Faculty Affairs Committee present and voting.
- b. The Faculty Affairs Committee does not accept proxies but will accept written absentee votes addressed to the Chair of the committee.

### Section 5. Submission of materials

All proposals, recommendations, reports, and other materials for consideration by the Faculty Affairs Committee must be submitted to the Chair a minimum of ten working days in advance of a scheduled meeting.

### Section 6. Annual report

The Faculty Affairs Committee Chairperson prepares an annual report and submits it to the Executive Secretary of the Faculty Senate by June 15.

*Article VII: Amendments to the Bylaws*

Section 1. Submission of proposed amendments

Proposed amendments to the bylaws of the Faculty Affairs Committee must be submitted in writing to the Chair at least four weeks prior to the next scheduled meeting.

Section 2. Approval of proposed amendments

Approval of proposed minutes to the Bylaws of the Faculty Affairs Committee is by majority vote of the voting members present and voting.