24.01.99.W1.50AR

Environmental Advisory Council

Procedure Summary

Environmental Health and Safety at WTAMU is composed of two distinct but integrated environmental safety departments that report to the Vice President of Research and Compliance. Academic and Research Environmental Health and Safety (AR-EHS) is responsible for research and academic related compliance, which includes laboratory and academic research and the associated compliance committees. Fire and Life Safety (FLS-EHS) is responsible for fire related compliance and conducts fire and life safety inspections of campus buildings and assists with the testing all fire detection and suppression systems.

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PURPOSE

West Texas A&M University (WTAMU) is committed to providing its students, faculty and staff with a safe working and academic environment and to serve as a model of responsible environmental protection and stewardship. The University is committed to protecting the local community and environment and to assist, when called upon, in local emergency planning and response.

WTAMU is committed to establishing a culture of safety, health and environmental protection and to promote educational activities to enhance environmental awareness, safety, and action.

In accordance with this commitment, WTAMU will comply with applicable laws and regulations and implement needed 'best management practices' to achieve the following objectives:

- Protection of lives and health of students, faculty, and staff;

- Safeguard the WTAMU community's environmental health, safety, and well-being;
- Minimize adverse environmental impacts;
- Protect WTAMU resources, facilities, and assets;
- Encourage the purchase of renewable, reusable, recyclable and recycled materials;
- Reduce risks associated with the use and storage of hazardous substances;
- Promote strategies to minimize the generation of wastes and encourage reuse and recycling;
- Support environmentally responsible teaching, research and outreach;
- Inspire environmental research and assessment;
- Encourage individuals to be aware of environmental sustainability issues;
- Provide open communication about the environment and sustainability; and,
- Conserve, protect, and maintain natural and built resources.

SCOPE

1.1. The Environmental Advisory Council (EAC) ensures that WTAMU operations and persons cultivate environmental performance and model good practices wherever University facilities and activities interface with the natural and built environments. The scope of these practices shall encompass, but are not limited to: providing clean and safe settings for learning and inquiry; factoring the environment into our planning, acquisitions, designs, construction, operations, maintenance and activities; creating learning opportunities for our campus communities; conserving renewable and natural resources; preventing pollution, and fostering compliance with applicable environmental laws.

The Environmental Advisory Council (EAC) is a standing committee that is advisory to the WTAMU President.

1.2. The scope of the EAC includes:

1.2.1. Being responsible for modeling and encouraging institutional stewardship and promoting a safe campus environment.

1.2.2. Promoting educational activities and initiatives to enhance environmental awareness, safety, and action.

1.2.3. Developing environmental rules and procedures for approval of the President and overseeing the implementation and effectiveness of the university's Environmental Management System (EMS).

1.2.4. Serving as a campus wide planning and advisory forum to identify, assess and rank environmental concerns and proffer solutions.

1.2.5. Assessing the effectiveness of actions and programs designed to resolve or manage environmental concerns.

1.2.6. Communicating environmental health and safety concerns, needs, and achievements to the CEO/President and, as directed by the CEO/President, to the campus community.

1.3. The Texas A&M University System realizes environmental policy 24.01 (http://policies.tamus.edu/24-01.pdf) by means of an environmental management system (EMS) that identifies significant environmental interfaces and manages these on a priority basis with appropriate resources. EMS responsibilities are defined throughout the TAMUS Environmental Management System Manual. WTAMU will use the TAMUS EMS, which is based on the performance cycle as outlined in 1.4.1.

1.4.1 The EMS performance cycle shall consist of four core functions that provide the framework for managing existing activities and any new activity that could potentially affect the environment.

1.4.1.1 Plan – The planning process shall define objectives and performance requirements, establish controls, and select and develop personnel. It shall include defining the scope of the activity and identifying and analyzing the EMS Performance Cycle associated environmental interfaces, potential impacts and regulatory requirements.

1.4.1.2 Act – The action process shall consist of performing the planned activity within established controls. It shall provide resources, training, and communication to fulfill the plan, and it shall include implementing operational controls to prevent or mitigate environmental impacts and to comply with applicable regulations and procedures.

1.4.1.3 Verify – The verification process shall measure and assess results and progress and take corrective actions. It shall include monitoring or measurement of environmental performance, assessment of the adequacy of controls and opportunities for improvement and performance of corrective actions as needed.

1.4.1.4 Adjust – The adjustment process shall review and adjust the systems as necessary to achieve intended results without unacceptable environmental impacts. It shall include management reviews of activities and outcomes and communication of review findings and recommendations to activity planners who then continue the EMS performance cycle.

1.4. The EAC Core Team will annually complete and submit the EMS electronic report to TAMUS Risk Management via the EMS software program (or as required by TAMUS Risk Management).

1.5. The EAC Core Team will submit an annual report, approved by the EAC, on the status of WTAMU's EMS and environmental activities to the WTAMU Vice President of Research and Compliance and the WTAMU

CEO/President or designee.

1.6. The CEO/President, or designee, shall submit an annual report to System Risk Management on the status of the member's EMS and environmental activities, including measured progress toward achieving environmental objectives and targets. TAMU System Risk Management shall assess member reports and include a summary report in the annual risk management report.

MEMBERSHIP

2.1 The EAC membership can be found on the WTAMU Committees website: https://wtaccess.wtamu.edu/committees/

2.2 The Environmental Advisory Council Core Team is responsible for the development, implementation, and maintenance of the WTAMU EMS, in collaboration with the EAC. The EAC Core Team includes the following: Director of Academic and Research Environmental Health and Safety, and Director of Fire and Life Safety.

2.3 The chairperson(s) of the EAC may appoint subcommittees from the council membership.

MEETINGS

3.1 The Environmental Advisory Council shall meet annually. The EAC Core Team will meet a minimum of 2 times per year during the fall and spring semesters. The chair will coordinate meeting dates and times with the membership in order to determine the best time availability.

3.2 All EAC meetings shall be open to the campus community. Attendance of 50% of the actively appointed council constitutes a quorum.

TRAINING

West Texas A&M University Environmental Health and Safety will follow the Texas A & M University System Policy 33.05.02 Required Employee Training. Staff and faculty whose required training is delinquent more than 90 days will have their access to the Internet terminated until all trainings are completed. Only Blackboard and Single Sign-on will be accessible. Internet access will be restored once training has been completed. Student workers whose required training is delinquent more than 90 days will need to be terminated by their manager through Student Employment.

RECORD RETENTION

No official state records may be destroyed without permission from the Texas State Library as outlined in Texas Government Code, Section 441.187 and 13 Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter A, Rule 6.7. The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

West Texas A & M University Records Retention Schedule is certified by the Texas State Library and Archives Commission. West Texas A & M University Environmental Health and Safety will follow [Texas A & M University Records Retention Schedule](#) as stated in the Standard Operating Procedure [61.99.01.W0.01 Records Management](#). All official state records (paper, microform, electronic, or any other media) must be retained for the minimum period designated.

Related Statutes, Policies, or Requirements

[24.01 Risk Management](#)

Contact Office

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