




**Environmental Management
System (EMS)**

SOUTHERN OREGON UNIVERSITY


APPROVAL

Southern Oregon University



Environmental Health, Safety & Health
Manager

Russell Deen



Date

RECORD OF CHANGES

Environmental Management System (EMS)

Page and Section # of Change	Date of Change	Entered By	Description of Change
All	01 November 2018	Russell Deen	Initial Release

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CONTACT INFORMATION AND DESIGNEES

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INTRODUCTION

Southern Oregon University has an Environmental Management System (EMS).

The provision of education and research, and the management of buildings, laboratories and land at the University’s sites. The EMS provides a framework by which the University monitors and

reduces its environmental impacts. The University requires periodic objectives, reflecting our commitment to continual improvement in environmental performance.

Every objective has associated targets that help us to monitor the University's progress towards fully integrating sustainability in its day to day operations and services.

Impacts on the Environment:

As part of our EMS we recognize the impact that the University's services and activities have on the environment. These impacts are diverse and numerous, and many are significant in their potential to cause harm.

Purpose:

The University has to comply with many pieces of environmental legislation. Environmental legislation is generally designed to reduce the harm our business and activities may cause to the environment. Not complying with environmental legislation can have severe consequences. We could be fined or even face a prison sentence. In some circumstances, our business or activities could be closed down. This section highlights the key pieces of environmental legislation relevant to our businesses and activities. All members of staff, Managers, Supervisors and Safety Officer should be familiar with legislation which affects them. Legal requirements and other requirements that the University chooses to comply with are known as Compliance Obligations.

Impacts on the Environment:

As part of our EMS we recognize the impact that the University's services and activities have on the environment. These impacts are diverse and numerous, and many are significant in their potential to cause harm.

Aspects and Impacts register Environmental Procedures

Southern Oregon University have created a number Operational Control Procedures and Work Instructions to control all of our significant environmental aspects. A full list is available here. If you would like to request a copy of one of the procedures please e-mail deenr@sou.edu.

Communications

Communications Relating to the Environmental Management System (EMS):

If you receive any communication from external bodies relating to the environment or environmental impacts (e.g. Department of Environmental Quality, EPA, OHA, Oregon State Fire Marshal etc.) please ensure that you forward copies to deenr@sou.edu to ensure that records of this correspondence is maintained.

Compliance Obligations

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DEQ:

AIR Quality Emissions from boiler operation, underground gas storage tank

Hazardous Waste Management Proper disposal of universal and hazardous waste

Oregon State Fire Marshall:

Chemical storage proper storage of potentially hazardous chemicals

Environmental Objectives & Targets:

In order to continually improve our environmental performance we set objectives and periodically identify targets. Amongst the University's objectives, <https://inside.sou.edu/assets/sustainable/docs/ClimateActionPlan.pdf> our **energy** consumption and associated carbon emissions.

- Minimize our use of **water**
- Implement a **waste** minimization strategy and maintain a high recycling rate
- Promote and support sustainable **travel** options for commuting and business travel
- Put procedures in place to implement **sustainable construction** and **green procurement**
- Preserve and enhance the **biodiversity** of the estate
- **Empower and motivate staff, students and stakeholders** through appropriate environmental education and communication
- Integrate Environmental, Social and Governance (ESG) considerations within our investment strategy.

Student Involvement:

Southern Oregon University Students have played an important role in the continual improvement and development of the University's EMS. SOU has a Sustainability Council the mission of the Sustainability Council is to advise, encourage, and coordinate the operations,

research, and campus culture of Southern Oregon University in a manner that is consistent with the values and practices of environmental stewardship and sustainability; promoting individual, institutional and community well-being. Contact sustainability@sou.edu with any questions.

From the President's memo establishing the Council:

"The Sustainability Council will be a University-wide group appointed to (1) advise me and the Executive Council in matters relating to sustainability and environmental impact; (2) promote environmental stewardship; (3) coordinate efforts of individuals and groups on campus; and (4) educate the campus community about sustainable practices.

The charge of the Council is to: Lead through example by promoting the incorporation of environmental concerns in University decisions

Promote conservation of natural resources to the best of our ability and the creation of sustainable practices and programs on campus

Educate our community about the necessity of sustainable environmental practices and ecologically friendly economics

Identify and support research areas and topics for faculty and students

Build relationships with local governments, businesses, and local citizens in order to promote environmentally sound practices within the region

Know and understand local, national and international programs to ensure that our environmental practices and policies adhere to or exceed the global vision for a sustainable future."

Assumptions:

The University makes the following planning assumptions:

- Hazardous materials events may trigger shelter or evacuation requirements with little to no notice.
- University resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

CONCEPT OF OPERATIONS

General:

A common operating procedure within the University and across local jurisdictions provides the framework for firefighting capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the University and the cities in which University properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

RESPONSIBILITIES

EHS:

- Develop, maintain, and coordinate the planning and operational functions of the
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the EHS capability.
- Determination of the hazardous level of material.
- Determine if a waste is excluded from hazardous waste regulation.
- Determine hazardous listed category of waste.
- Coordinate cleanup efforts in the event of spills or accidents.
- Conduct evaluations for safety of the environment including air, water and other hazards.

External Agencies:

- Local fire departments or hazardous material response agencies will generally serve for cleanup.
- Report required spills to appropriate agencies.
- Report injuries as required.
- Report on environmental concerns as required to appropriate agencies.

TERMS AND REFERENCES

Acronyms:

SOU	Southern Oregon University
EHS	Environmental Health Safety
ESF	Environmental Support Function

Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

DISTRIBUTION LIST

This emergency support function annex is distributed to the positions or locations indicated in the table below.

Distribution Area/ Position	Copies
SOU Environmental Health & Safety Office	1

