



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
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POLICY

TITLE
SUSTAINABLE PRACTICES

REVIEW/REVISION HISTORY:

Effective: 12/22/14
Revised: 5/29/19
Revised: 10/4/21

SUMMARY OF REVISION/REVIEW:


Updated terminology throughout

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

9/20/21
Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 10/4/21	PAGE NUMBER 2 of 4	NUMBER DOC 290.055
	TITLE SUSTAINABLE PRACTICES		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [Governor's Executive Order 13-03](#); [Governor's Executive Order 18-01](#); DOC 200.055 Sustainable Purchasing; [Sustainability Plan](#)

POLICY:

- I. The Department is committed to implementing and promoting sustainable practices, to reduce environmental, economic, and human costs of operations per Governor's Executive Order 18-01.
- II. The Department will collaborate with other state agencies to develop and maintain sustainable practices that:
 - A. Increase/manage energy efficiency and adopt renewable energy,
 - B. Decrease harmful pollutants,
 - C. Reduce levels of atmospheric greenhouse gases and carbon emissions to include prioritizing the use of electric vehicles for state business,
 - D. Reduce/eliminate the use of products that contain toxins (e.g., single-use plastics),
 - E. Incorporate Office of State Efficiency and Environmental Performance (SEEP) standards,
 - F. Include available, new technology based on emerging opportunities and research, and
 - G. Offer employment, education, training, reentry, and therapeutic opportunities for incarcerated individuals.
- III. For leased facilities, where a working group identifies cost-effective opportunities for savings, Directors will ensure the pursuit of these opportunities.


DIRECTIVE:

- I. General Requirements
 - A. Employees, contract staff, volunteers, and those supervised by the Department will be environmentally responsible and use sustainable and energy efficient practices when possible (e.g., recycling, composting, purchasing).
 1. Purchases will be made in compliance with DOC 200.055 Sustainable Purchasing.
 - B. All science or sustainability programs established in a Prison in coordination with the Department, academic, community, and/or conservation partners are considered a part of the Sustainability Prisons Project (SPP).

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 10/4/21	PAGE NUMBER 3 of 4	NUMBER DOC 290.055
	TITLE SUSTAINABLE PRACTICES		

II. Responsibilities

- A. The Sustainable Operations Manager has been designated to coordinate the Department's sustainable operations, programs, projects, and partnerships and will:
 1. Develop and maintain the Department's Sustainability Plan
 2. Work with the SPP to create, develop, and operate sustainability projects in Department facilities
 3. Collaborate and provide support to facilities
 4. Collaborate with SPP contract staff and facilities to ensure that all required data is complete and available to meet Department expectations
 5. Respond to all external sustainability reporting requirements as necessary
- B. Appointing Authorities will ensure sustainability practices in their facilities are developed and maintained, when feasible, and will collaborate with the Director of Capital Planning and the Sustainable Operations Manager when developing new/updating existing programs or construction projects.
 1. Appointing Authorities will consider changing operations/practices when a cost-saving and/or sustainable purchase option is not available.
- C. Each Superintendent/Reentry Center Community Corrections Supervisor (CCS), who manages a facility owned by the Department of 10,000 square feet or more, will:
 1. Designate a Sustainability Liaison(s) who will act as the contact between the facility and the Sustainable Operations Manager to facilitate program support and data collection.
 - a. The liaison will enter sustainability data into a statewide database system administered by the Sustainable Operations Manager.
 2. Work with the Sustainable Operations Manager to develop and maintain a Sustainability Operations Plan that is reviewed annually and includes.
 - a. Strategies to meet goals identified in the Department Sustainability Plan
 - b. Data and available results from the previous year

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 10/4/21	PAGE NUMBER 4 of 4	NUMBER DOC 290.055
	TITLE SUSTAINABLE PRACTICES		

- c. Identify existing programs with a summary
 - d. Sustainability efforts made during the year
3. Sustainability Action Plans will be updated as necessary and submitted to the Sustainable Operations Manager and Assistant Secretary for Prisons/ Reentry Center Administrator for review.

III. Annual Waste Review

- A. Each facility will conduct a yearly waste review to identify additional opportunities to further reduce, illuminate, or divert waste from the municipal waste stream.
 - 1. Reviews will be coordinated with the Sustainable Operations Manager and cover all operational areas to include living units, Motor Pool, Food Service, Correctional Industries, program areas, and administrative offices.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None