



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**

EFFECTIVE DATE  
12/22/14

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 290.055**

# POLICY

TITLE  
**SUSTAINABLE PRACTICES**

## REVIEW/REVISION HISTORY:

Effective: 12/22/14

## SUMMARY OF REVISION/REVIEW:


New policy. Read carefully.

## APPROVED:

Signature on File

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
Department of Corrections

11/20/14  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [DOC 200.055 Sustainable Purchasing; Sustainability Plan](#)

**POLICY:**

- I. The Department is committed to sustainable practices, as demonstrated by its dedication to the Sustainability in Prisons Project (SPP), a partnership founded by the Department and The Evergreen State College. The Department is committed to the SPP’s mission to reduce the environmental, economic, and human costs of Prison operations.
- II. Prisons will implement and promote sustainable practices to create a culture of positive environmental awareness and stewardship. Sustainable practices in Prisons will target objectives identified in the Department’s Sustainability Plan and seek to:
  - A. Reduce environmental impacts,
  - B. Contain costs,
  - C. Offer employment, education, training, re-entry, and therapeutic opportunities for offenders, and
  - D. Provide needed services to the community.
- III. All sustainability efforts are considered part of the SPP, including, but not limited to:
  - A. Sustainable operations,
  - B. Science, sustainability, and environmental education,
  - C. Work with native plants and animals,
  - D. Efforts to bring nature “inside”, including all programs working with living organisms, and
  - E. Community contributions related to any of the above programs.

**DIRECTIVE:**

- I. Sustainability Coordination
  - A. Each Superintendent is responsible for sustainability for the facility and will establish a Sustainability Team to coordinate sustainability efforts at the facility.
    1. Membership will include, at a minimum:
      - a. Facilities Manager
      - b. Food Services Manager/Industries Manager 3
      - c. Correctional Industries Manager, if applicable
      - d. Lieutenant

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2. The Sustainability Team will meet at least quarterly to:

- a. Update the facility's Sustainability Action Plan, as necessary,
- b. Steer and report on action items,
- c. Respond to inquiries, and
- d. Review ongoing performance data.

B. Each Superintendent will designate a Sustainability Liaison to act as the contact between the facility and the SPP Operations Manager at Headquarters.

C. Each facility will collaborate and exchange data with SPP staff when developing, implementing, evaluating, and improving sustainability programs.

1. Information gathered by SPP staff will be used to report on our collective achievements statewide, create online and print promotional materials, support continued operation, and disseminate the SPP model nationwide.

D. The SPP Operations Manager will collaborate with SPP staff to ensure that all required data entry is completed to meet Department expectations.

## II. Sustainability Action Plan


A. Each facility will establish an annual Sustainability Action Plan to address the facility's efforts towards meeting the objectives outlined in the Department's Sustainability Plan. The plan will address the facility's:

1. Annual goals in the following areas:

- a. Supporting and implementing sustainable, "green" vocational and certification programs,
- b. Increasing habitat restoration, conservation, and/or research projects identified and implemented in collaboration with SPP staff and other partners,
- c. Increasing environmental literacy and awareness among employees, contract staff, volunteers, and offenders, and
- d. Establishing partnerships with community stakeholders.

2. Compliance with DOC 200.055 Sustainable Purchasing and specify a sustainable purchasing initiative the facility will focus on for the year.

B. Sustainability Action Plans will be updated and submitted to the SPP Operations Manager and Assistant Secretary for Prisons by mid-February each year.


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### III. Sustainability Program/Activities

- A. Each facility will establish sustainability programs/activities appropriate to its offender population, staffing, and location as outlined in the Department's Sustainability Plan. Programs/activities will include:
1. Recycling
  2. Composting
  3. Environmental education
  4. Environmentally preferable purchasing
  5. Disposable plastics elimination
  6. Resource conservation (e.g., energy, fossil fuels, water)
  7. Programs to support community/ecological needs and partner with outside groups (e.g., bicycle repair, dog training, conservation projects)
  8. Other programs as approved by the Superintendent
- B. When establishing a new program/activity, the Superintendent/designee will notify the Assistant Secretary for Prisons and SPP Operations Manager in writing. Each facility will work with appropriate SPP staff to identify and connect with available resources, build supporting partnerships, disseminate information, track and evaluate programs, and support implementation when appropriate.
- C. Facility employees will inform all Department, academic, community, and/or conservation partners that all science or sustainability programs established in coordination with the Department are considered a part of the SPP.
- D. Appropriate facility and SPP staff will work with the Department's Communications Office on all SPP communications for the public.

### IV. Waste Audits

- A. In February and September of each year, each facility will conduct a waste audit to evaluate waste disposal, identify waste that can be diverted and purchasing changes that can reduce/eliminate waste, and track progress.
1. Audits will cover living units, Motor Pool, Food Service, Correctional Industries, program areas, and administrative offices.
- B. The audit will be conducted per the instructions on DOC 16-360 Semi-Annual Waste Audit by a team led by the Sustainability Liaison or another operational lead appointed by the Superintendent.
1. Under employee supervision, the team may include an offender crew working in the operational unit who understand the purpose and need for the materials.

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2. The team should remain in place through the year to support system improvements and monitor changes in resources or needs.
- C. The audit will be documented using DOC 16-360 Semi-Annual Waste Audit. The Sustainability Liaison will submit the completed form to the Assistant Secretary for Prisons by March 1 or October 1, as applicable, with copies to the applicable Deputy Director and the SPP Operations Manager.
- V. Data Collection and Reporting
- A. Each facility will record sustainability program/activity information in the Sustainability Data Management System administered by the SPP Operations Manager. The Sustainability Liaison will ensure that the necessary facility data is entered as it becomes available.
  - B. Goals and achievements will be posted on the Department’s external website and InsideDOC.
  - C. Each May, the SPP Operations Manager and SPP staff will develop a Department wide Sustainability Report on the state of sustainability at the Department and within the SPP, as well as the progress toward goals set the previous year.
  - D. The SPP Operations Manager will respond to all external sustainability reporting requirements as necessary.

**DEFINITIONS:**

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

**ATTACHMENTS:**

None

**DOC FORMS:**

[DOC 16-360 Semi-Annual Waste Audit](#)