



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE**

REVISION DATE  
3/25/13

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**DOC 270.010**

**POLICY**

TITLE  
**COORDINATION OF THE STATE ENVIRONMENTAL  
POLICY ACT (SEPA)**

**REVIEW/REVISION HISTORY:**

Effective: 2/28/00 DOC 278.010  
Revised: 4/3/07 DOC 270.010  
Reviewed: 5/27/08  
Reviewed: 3/17/09  
Revised: 3/25/13  
Reviewed: 5/19/14

**SUMMARY OF REVISION/REVIEW:**

No changes made.

**APPROVED:**

Signature on file

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

4/16/14  
\_\_\_\_\_  
Date Signed

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|  <p>STATE OF WASHINGTON<br/>DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p> | <b>APPLICABILITY</b><br><b>PRISON/WORK RELEASE</b>                                   |                              |                                     |
|                                                                                                                                                                 | <b>REVISION DATE</b><br>3/25/13                                                      | <b>PAGE NUMBER</b><br>2 of 3 | <b>NUMBER</b><br><b>DOC 270.010</b> |
|                                                                                                                                                                 | <b>TITLE</b><br><b>COORDINATION OF THE STATE ENVIRONMENTAL<br/>POLICY ACT (SEPA)</b> |                              |                                     |

**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [RCW 43.21C](#); [WAC 197-11](#)

**POLICY:**

- I. The State Environmental Policy Act (SEPA) requires evaluation of environmental impacts associated with a project or an agency action before issuance of a building permit or other governmental approval. The Department has a process to ensure environmental review of Department projects and compliance with SEPA that establishes effective and uniform guidelines and encourages public involvement.
- II. The requirements of SEPA will be integrated with existing Department planning and practices so that procedures run concurrently. When the Department considers actions that involve federal actions, it will coordinate the 2 governmental processes so that only one Environmental Impact Statement or other environmental document will be prepared for that proposal.
- III. The Department will retain lead agency status on all proposals initiated by the Department. The Secretary may share or relinquish lead agency status to another agency if more than one agency shares in the implementation of a proposal. The Department's responsibilities as lead agency include:
  - A. Complying with the threshold determination procedures,
  - B. Initiating and administering the scoping process,
  - C. Preparing or supervising preparation of draft Environmental Impact Statements, including circulating statements and conducting any required public hearings or meetings, and
  - D. Preparing or supervising preparation of final and supplemental Environmental Impact Statements.

**DIRECTIVE:**

- I. Responsibilities
  - A. The Secretary will be the responsible official for any project or non-project actions. The Secretary may delegate signature authority, in writing, to other officials within the Department as appropriate for the project.
  - B. The Capital Programs Director will coordinate the SEPA regulatory process, as required, which includes public notification procedures.

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|                                                                                                                                                                 | <p>REVISION DATE<br/>3/25/13</p>                                                      | <p>PAGE NUMBER<br/>3 of 3</p> | <p>NUMBER<br/><b>DOC 270.010</b></p> |
|                                                                                                                                                                 | <p>TITLE<br/><b>COORDINATION OF THE STATE ENVIRONMENTAL<br/>POLICY ACT (SEPA)</b></p> |                               |                                      |

C. Capital Programs will serve as the Department SEPA Public Information Center, and will:

1. Maintain copies of all SEPA documents,
2. Make SEPA documents available for public inspection, and
3. Provide copies upon request for a fee that covers the cost of printing/copying.

II. Environmental Review

A. Department employees and contract staff proposing project type actions involving construction or modification of facilities will submit a written description of the project to the Capital Programs Director/designee.

1. The Capital Programs Director will determine whether an environmental review under SEPA is required.

B. Non-project type actions, including Department wide plans, policies, and/or programs that may have an effect on the environment, should be submitted to the Capital Programs Director for consideration under SEPA.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Environmental Impact Statement. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

None