



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
9/14/20

PAGE NUMBER
1 of 3

NUMBER
DOC 270.000

POLICY

TITLE
ENVIRONMENTAL REVIEWS

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
 Revised: 9/14/20

SUMMARY OF REVISION/REVIEW:

Major changes to include the incorporation of DOC 270.010 Coordination of the State Environmental Policy Act (SEPA). Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

8/10/20

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 36.70A](#); [RCW 43.21C](#); [WAC 197-11](#)

POLICY:

- I. The Department has established guidelines to evaluate environmental impacts associated with a proposed action/project, protect critical areas, and ensure compliance with environmental laws and regulations.
- II. The requirements of the State Environmental Protection Agency (SEPA) will be integrated with existing Department planning and practices to ensure procedures run concurrently.
 - A. If a proposal involves federal action/review, the Department will coordinate the 2 governmental processes to ensure only one Environmental Impact Statement or environmental document is prepared.
- 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.

DIRECTIVE:

- I. Responsibilities
 - A. The Capital Planning and Development Director has designated the Environmental Manager to:
 1. Ensure compliance with regulatory requirements,
 2. Determine the scope of a proposed action/project,
 3. Evaluate the environmental consequences/impacts of a proposal,
 4. Prepare/supervise preparation of Environmental Impact Statements and notifications, and
 5. Ensure copies are maintained on the Department's external website of all documents related to the regulatory process.
- II. SEPA Review
 - A. Employees/contract staff proposing projects involving construction or modification of facilities will submit a written description of the project to the Environmental Manager.

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1. All other projects/actions should be submitted for review if the proposal may have an impact on the environment (e.g., regulations/zoning, traffic impacts, occurs within 200 feet of a critical area).
- B. The Environmental Manager will evaluate and determine if the proposed action/project is likely to have any significant, adverse environmental impacts.
 1. If the proposal may impact the environment, a [SEPA Environmental Checklist](#) will be conducted and submitted for public review, unless exempt per RCW 43.21C or WAC 197-11.
- C. If the Environmental Manager determines the proposal will significantly impact the environment, the Environmental Manager will:
 1. Coordinate the SEPA process for avoiding, minimizing, and/or mitigating impacts, including public review.
 2. Notify the Capital Planning and Development Director of unavoidable impacts, potential regulatory requirements, and proposed alternatives.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Critical Areas, Environmental Impact Statement, State Environmental Protection Agency (SEPA). Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None