

Environmental Compliance Committee

CHARTER AND BYLAWS

Adopted: March 2023

Mission Statement

The University of Tennessee, Knoxville (UTK) recognizes the importance of maintaining compliance with local, state, and federal environmental regulations that protect its employees, students, campus, environment, and local Knoxville community. The UTK Environmental Compliance Committee (ECC) has been established to review and systematically identify and correct deficiencies in environmental compliance. The ECC supports Facilities Services and Environmental Health & Safety program management activities administered under the Tennessee Department of Environment and Conservation (TDEC) and regulations administered under Title 40 of the Code of Federal Regulations (CFR). Title 40: Protection of Environment covers the Environmental Protection Agency's (EPA) mission of protecting human health and the environment. The ECC oversees matters concerning environmental compliance and environmental protection for the campuses of UTK and the University of Tennessee Institute of Agriculture (UTIA) campus in Knoxville as directed by UTK Policy SA0700 – Safety and Environmental Health Responsibilities. UTIA personnel and operations that are not based on the agricultural campus in Knoxville (as regular location of work) are excluded from the scope, although coverage may be extended to them via UTIA policy. The ECC reports to the Campus Safety Committee (CSC) and submits all quarterly meeting minutes and annual reports (CMS Manual reviews) to the CSC Chairperson as needed.

Responsibilities

- Provide subject matter expertise and collaboration with environmental program managers on the regulations pertaining to, but not limited to, water quality, air quality, spill control, waste reduction, management, and removal, sustainability, compliance, recycling, lead management, asbestos management, and environmental management;
- Recommend controls (engineering controls, administrative controls, staff controls, etc.) to mitigate the risk associated with the spills, releases, and mishandling of chemicals to the campus or local environment;
- Innovate, improve, and support enhancements to institutional safety culture;
- Monitor, improve, and stimulate awareness of environmental compliance; Review environmental compliance incidents, observations, regulatory citations, violations, or findings, and make recommendations for corrective action, as appropriate;
- Maintain, review and where appropriate make recommendations for improvements to policies and procedures related to environmental compliance and environmental stewardship by employees, faculty, students, and visitors;
- Innovate, improve, and support enhancements to the institutional environmental compliance and sustainability culture on campus;
- Communicate and escalate critical compliance issues or incidents that occur on campus to the CSC.

Committee Members & Guests

Membership is a five-year appointment, unless otherwise stated. Members can be appointed to one term only, consecutive terms, or longer if it serves the best interest of achieving the responsibilities of the ECC. Members may include faculty, staff, supervisors, or other qualified individuals. Members of the ECC will be qualified by their education, experience (i.e., subject matter expertise), and capabilities to modify policy and procedure, to meet management needs and deliverables, and to



understand regulatory requirements as they pertain to environmental compliance. The ECC leadership (Chair and Co-Chair) will be limited to Environmental Health and Safety (EHS) and Facilities Services (FS) staff. Membership will be greater than or equal to eight but less than or equal to sixteen. Membership will consist of the following:

- Program Leader, Environmental Programs – EHS (**Chair**)
- Stormwater Coordinator III – FS (**Co-Chair**)
- Safety Officer – UTIA
- Facilities Services Training Coordinator – FS
- Sustainability Manager – FS
- Director, Emergency Management Administration – OEM
- Office of Research and Engagement – ORE
- Environmental Compliance Coordinator – EHS
- Assistant Director of Operations, Sanitation Safety & Rapid Response – FS
- Director, Energy Management – FS
- Supervisor, Hazardous Waste Management – EHS
- Assistant Director, Environmental Health & Safety – EHS
- Director, Landscape Services & Facilities Operations – FS
- Facilities Services Safety Coordinator – FS

Ad hoc members, ex officio members, and guests may be added by ECC member consent for one or more meetings to resolve matters or special situations. Frequent guests of the ECC will consist of the following:

- Associate General Counsel – Legal

Quorum and Voting Rights

A quorum for a meeting will be a simple majority of assigned members. For purposes of passing a resolution or policy at a meeting, a simple majority of ECC members attending a meeting with a quorum is sufficient. Voting rights may be exercised verbally or in writing, during the attendance of a committee meeting, or by electronic ballot. All members of the ECC, except for guests, ad hoc, and ex officio members, have voting rights.

Ad Hoc Working Groups

Ad hoc working groups to the ECC may be appointed as necessary to address environmental compliance-related matters. These working groups may be composed solely of members from the ECC or may include non-members and guests. Working groups will present findings and / or proposed resolutions to the Committee as required by the Chair. Working groups may not pass or enact resolutions independent of the full Committee.

Proceedings

Meetings will be conducted in accordance with the Chair's Rules of Order. The Chair will issue all points of order, summarize initiatives as necessary, moderate discussion, and call for motions. Motions, seconds, and / or other propositions may be made by any voting member of the ECC.

Where meeting outcomes request changes to policies, draft changes to policy, changes to procedure and / or draft changes to procedure, the changes will need to be communicated promptly to the CSC. The communication mechanism may vary due to circumstances and / or needs but can include communications from the offices of the Associate Vice Chancellor for Facilities Services, Associate Vice Chancellor for Public Safety, the Associate Vice Chancellor for Research Compliance, and the UTIA Agricultural Research Dean; the Safety Offices of the two campuses, or a communication issued by the ECC through the ECC members.

Agendas

Agendas are assembled by the Chair and distributed to the membership one week in advance of a scheduled meeting. However, sudden changes in circumstances or emergency events may require the Chair to present an updated agenda at the meeting. Also, all agendas should include updates from the working groups and an item for "Other Business." Any ECC member may request of the Chair that an item be included in the agenda.

Minutes

Minutes of the meeting shall include a list of members present, and members absent, notes about the sequence of items discussed, the substance of the discussions, the statement of any resolutions and vote outcomes for those resolutions, statements about action items and responsible parties, a list of handouts, and a list of issues and / or trends. Minutes shall be:

- Compiled by a staff member reporting to the Chair (minute taker only)
- Available one week before the next ECC meeting via e-mail and reviewed at the beginning of that meeting for correction and / or approval
- Maintained on the UTK EHS website or as EHS digital files for the ECC as needed
- Are provided in summary form to the CSC as needed

Meeting Frequency & Proxy Appointments

The ECC shall meet occur every 3rd Tuesday of each calendar quarter to ensure compliance needs are met across campus. Special meetings of the ECC may be called to address matters needing immediate attention. Members who are unable to attend are encouraged to send a representative from their respective unit to serve as their proxy. Members shall provide the name of their proxy, in advance, to the Chair for approval. Proxies shall have voting authority on behalf of the member. Members shall limit their proxy selection to no more than two alternate representatives.

Bylaws Review and Revision

Bylaws for the ECC shall be reviewed at least every two years but may be reviewed at any time as necessitated by changes in university administrative structure or policy. The Chair will manage the Bylaw revision process. It will involve either the ECC as a whole or an ad hoc working group appointed by the membership. All revisions will be framed as motions to the membership for voting on and submitted with the meeting Agenda prior to the meeting. Revisions to the Bylaws must be shared with the ECC two weeks prior to a vote being held and be approved by the affirmative vote of a majority (51%) of the membership. Ballots for such votes may be presented in person at the meeting where the vote occurs or made via electronic ballot to the Chair between release of the recommended changes and the established deadline.

