

<b>Indiana Department of Environmental Management</b>  <b>Agency Policy</b>	<b>Coverage</b> Agencywide	<b>Policy Number</b> A-008-AW-23-P-R6
	<b>Authorized by</b> Brian Rockensuess, Commissioner	
<b>Subject</b>  <b>Nondiscrimination</b>	<b>Supersedes</b> A-008-AW-18-P-R5	<b>Office</b> Office of Program Support
	<b>Originally Effective</b> August 13, 2001	<b>Most Recent Revision</b> February 15, 2023

## 1. PURPOSE

This policy ensures that the agency and agency staff provide fair treatment and meaningful involvement to all people regardless of race, color, gender, national origin, geographic location, income, or any other federally protected class with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies within the agency's jurisdiction.

## 2. SCOPE

This policy applies to all agency staff.

## 3. DEFINITIONS

See Appendix 7.1

## 4. ROLES

See Appendix 7.2

## 5. POLICY

- 5.1. The agency will provide enhanced public service to ensure that all stakeholders understand and are represented in agency actions.
- 5.2. The agency will ensure adequate access to public information pertinent to agency policies and procedures by:
  - A. Maintaining public records in accordance with IC 5-14-3 and IC 13-14-11.
  - B. Providing notice using the preferred language of affected persons when possible.
  - C. Notifying area-specific public media, as required by appropriate regulations, statutes, and legal notices that apply to the agency action.
  - D. Considering the use of additional media to ensure affected populations are notified of agency activities and processes.
- 5.3. The agency will facilitate public input by:
  - A. Considering communications in languages other than English.
  - B. Where appropriate and practical, accepting comments and information in multiple formats (i.e., written, oral or electronic).

- C. Providing members of the public with an opportunity to gain a general understanding of technical issues before commenting on issues of concern.
- 5.4. The agency will consider and respond adequately to public input by:
  - A. Receiving, acknowledging, and responding to requests in the timelines specified in the Environmental Stakeholder Engagement (ESE) Requests SOP.
  - B. Having comments reviewed by agency staff knowledgeable on the subject matter related to an ESE concern or request.
  - C. When possible, providing responses in the language in which comments are made.
- 5.5. The agency will provide continuous training to staff to improve agency awareness and promote the agency's nondiscriminatory policies.

## 6. REFERENCES

- 6.1. 40 CFR Part 7
- 6.2. Indiana Code
  - A. IC 5-14-3 Public Records Law
  - B. IC 13-14-11 Records of the Department and Boards
  - C. IC 5-3-1 Publication of Notices; Procedures
- 6.3. [Records Management Policy A-049-AW-16-P-R1](#)
- 6.4. [Environmental Stakeholder Engagement Requests A-097-AW-22-S-R0.docx](#)

## 7. APPENDICES

- 7.1. [Definitions](#)
- 7.2. [Roles](#)

## 8. SIGNATURES

  
\_\_\_\_\_  
Brian Rockensuess, Commissioner  
Indiana Department of Environmental Management

2/21/23  
Date

This policy is consistent with agency requirements.

  
\_\_\_\_\_  
Quality Assurance Staff  
Office of Program Support

2/21/23  
Date