



SCDC POLICY

NUMBER: ADM-16.12

TITLE: MANAGEMENT OF AGRICULTURE *FARMLANDS* AND PROGRAMS

ISSUE DATE: AUGUST 24, 2022

RESPONSIBLE AUTHORITY: *AGRICULTURE DIVISION*

***POLICY* MANUAL: ADMINISTRATION**

SUPERSEDES: ADM-16.12: May 16, 2018; February 24, 2014; January 1, 2011; August 1, 2007; June 1, 2005

RELEVANT SCDC FORMS/SUPPLIES: *16-39, 19-171, 19-29A, 22-1, 22-2*

ACA/CAC STANDARDS: 4-4038, 4-4195, 4-4196, 4-4215, 4-4323, 4-4331

STATE/FEDERAL STATUTES: NONE

PURPOSE: To delineate responsibility and provide guidance for the management of agriculture farmlands and programs.

POLICY STATEMENT: To minimize overall food costs for the Agency and to provide constructive employment for inmates, the Agency will maintain an agricultural program which will utilize Agency farm lands, buildings, and equipment to maximize harvests in compliance with all requirements of the U.S. Department of Agriculture, Occupational Safety and Health Administration (OSHA), South Carolina Department of Health and Environmental Control (DHEC), and the Environmental Protection Agency (EPA).

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SPECIFIC PROCEDURES:

1. ADMINISTRATION AND MANAGEMENT:

- 1.1 The Director of *the Agriculture Division* will have overall supervision of all agriculture activities for SCDC.

1.2 The Agriculture *Division Director* will have overall supervision of all Agriculture activities for SCDC and will report to the *Office of the Deputy Director of Administration. The Operations Manager will report to the Agriculture Division Director.* A Farm Manager for Walden and MacDougall Farms will report to the Agriculture *Operations Manager*. The Dairy Manager will have day-to-day supervision of the dairy and processing plant operation and will report to the *Operations Manager*. The Farm Managers *and Operations Manager* will have general supervision of all agriculture activities for SCDC at their respective locations.

1.2.1 The Agriculture *Division Director* with the concurrence of the *Office of the Deputy Director of Administration* is responsible for the pricing and valuation for all agricultural commodities marketed to Food Service or any other area of the Agency. All pricing of agricultural commodities *will* be accompanied by a cost justification for the Agency including, but not limited to, current markets, supply, demand and replacement cost on the open market.

1.2.2 The Agriculture *Division Director* with the concurrence of the *Office of the Deputy Director of Administration* is responsible for the pricing and valuation for all agricultural commodities and/or livestock deemed to be surplus and sold on the open market. All sales of surplus agricultural commodities and/or livestock will be accompanied by a justification for the agreed pricing based on, but not limited to, supply, current markets, location, and condition of the product. Any public auction will be deemed to have met all the requirements for dispersal of surplus agricultural commodities and/or livestock.

1.3 The Agriculture *Division* is composed of the following three (3) Farms:

- Wateree *River* Farm
- Walden Farm
- MacDougall Farm

1.3.1 Each Farm has a Farm Manager who is responsible for the day-to-day supervision of the various activities on each farm. *The Operations Manager is responsible for the day-to-day operations at Wateree River Farm.* The *Operations Manager* is responsible for the allocation, logistics and delivery of all Agriculture *Division* resources.

1.3.2 Wateree *River* Farm has row crop, beef, farm maintenance (which includes a mechanic shop, welding shop, farm construction, heavy equipment, and sawmill), hammer mill, grain storage, *plastic injection molding*, and grist mill operations. The dairy operation and processing plant is also located at the Wateree *River* Farm.

1.3.3 Walden Farm has edible and row crops, honeybees, hay production, greenhouse, *meat goat*, and beef cattle operations.

1.3.4 MacDougall Farm has poultry, hay, and edible crop operations.

1.4 Inmate Workers: Inmates will be selected to work in the Agriculture program based on the needs of the Agency. Some restrictions may apply to inmates selected to work in certain specialized programs (e.g., dairy). Inmate workers will receive orientation and training specific to their assignment.

1.5 All employees and inmates will be required to be in compliance with SCDC Policy ADM-16.03, "Occupational Safety and Health Program."

1.6 Employee/Inmate: *Each employee/inmate will have the responsibility to perform their work in a safe and efficient manner and will be expected to report unsafe acts or conditions to their respective supervisor(s). An employee/inmate who sustains an injury will report the injury to their supervisor immediately or as soon as possible and, in all instances, prior to the end of the work shift. An injured employee needs to complete and submit SCDC Form 22-2, "Employee Statement of Injury or Illness," in addition to SCDC Form 22-1, "Accident Incident Report," to the Environmental Health and Safety Officer (EHSO) and his/her supervisor*

prior to the end of the shift. The Agriculture Division Director will also forward copies of "Incident Reports" involving inmates to the appropriate institutional Warden.

1.6.1 If there are any witnesses to the accident, each witness will fill out an SCDC 19-29A, "Incident Report," sign and submit it to the EHSO and supervisor prior to the end of the employee or inmate's shift.

1.6.2 Once the supervisor and Environmental Health and Safety Officer (EHSO) has been notified of an accident, it is their responsibility to ensure that SCDC Forms 22-1, 22-2, 16-39, "Election Statement," and any SCDC Form 19-29A's, are completed prior to the end of the injured employee/inmate's shift. If the employee/inmate is unable to report the accident to their supervisor, the immediate supervisor should report for the employee/inmate. (Copies of these forms may be found in the following locations: Environmental Health and Safety (EHSO) Office, Medical, Control Room, Supervisor's Office, and any other locations deemed necessary by the Warden.)

NOTE: For additional information regarding reporting procedures, refer to SCDC Policy ADM-16.15, "Workers' Compensation."

1.7 When required by statute, food products that are grown or produced within the Agency will be inspected and approved by the appropriate government agency. There will be a distribution system that ensures prompt delivery of food to institutional cafeterias. (4-4323)

2. FARM PLANS, RECORDS, REPORTS, AND ACTIVITIES: The *Farms Managers and the Operations Manager* will be responsible for planning farm activities. The Agriculture *Operations Manager* will review these plans for approval and submit to the Agriculture *Division Director* for concurrence.

2.1 The Farm Managers will be responsible for compliance with statutory and regulatory requirements applicable to all existing or changed farm operations, including but not limited to; compliance with requirements of the U.S. Department of Agriculture, OSHA, DHEC, and the EPA regarding products generated or used by the SCDC Agriculture Program. (4-4323)

2.2 Reports will be generated monthly by each Program Coordinator for each farm operation and will be submitted to the *Division* Business Manager no later than the *first Monday* of the month which follows the reporting month.

2.3 Planning will show the required funds, the kinds and scope of crop and livestock enterprises, and the needed supplies and facilities, and will be developed by the following means:

2.3.1 The *Division* Business Manager will prepare the projected farm budget and will obtain the concurrence of the Agriculture *Division Director* no later than May 31st of each year.

2.3.2 The *Farm Managers* will submit to the *Operations* Manager his/her planting intentions, fertilizer needs, seed requirements, and equipment requirements by December 1st. The *Operations* Manager will review plans and submit to the Agriculture *Division Director* no later than December 15th for approval.

2.3.3 The Farm Building and Grounds Manager will submit to the *Operations* Manager an annual estimate of needed construction and equipment, supported with a description, justification, completion schedule, and cost estimate of each item no later than May 15th of each year. The Farm Manager will submit this estimate to the Agriculture *Division Director* no later than May 31st for approval.

2.3.4 All keys will be maintained and handled in accordance with SCDC Policy OP-22.17, "Key Control." (4-4195)

2.3.5 All Farm Managers will submit a complete inventory of all farm products, livestock, gas, oil, diesel fuel, farm chemicals, tools, and to the **Division** Business Manager by **May 20th** of each year. Inventories regarding toxic, caustic, and flammable material and tools will be maintained in accordance with SCDC Policies ADM-16.03, "Occupational Safety and Health Program," and OP-22.02, "Tool Control." (4-4195 and 4-4215)

2.3.6 All "Incident Reports" of lost/missing tools will be forwarded to the appropriate institutional Warden.

3. PROCUREMENT PRACTICES: Procurement practices will follow the S. C. Procurement Code and SCDC policies/procedures relating to procurement. Program supervisors will submit all requisitions for supplies, equipment, and services through their respective **Farm Managers** and the **Operations** Manager to the **Division** Business Manager for approval by the Agriculture **Division Director**. (4-4038)

4. DAIRY AND BEEF CATTLE PROGRAM:

4.1 Beef Cattle Program:

4.1.1 Beef herd will be located at, but not limited to, Walden **Farms**. Cattle inventory will be maintained utilizing Beef Cattle Management Software in the Walden Farm Office.

4.1.2 The total number of beef cattle located at each farm will be determined by availability of appropriate pasture, market performance, and overall herd evaluation. The Farm Manager will set the number of cattle to be located at each farm with the approval and concurrence of the Agriculture **Division Director**.

4.1.3 Bulls will be maintained for breeding at a ratio of one (1) bull for the industry standard number of brood cows. SCDC will also maintain one (1) extra bull for backup and one (1) "easy-calving" bull to be used for first year replacements. **Breeding Bulls should be the most genetically superior blood lines available to ensure quality calves for potential pure-bred registering and genetic engineering.**

4.1.4 Replacement heifers will be kept from each year's calf crop. The Farm Manager will select these, and the number will vary as to quality and quantity of available heifers.

4.1.5 The brood cows **and replacement heifer herd** will be exposed to the bulls from February 14th until June 1st of each year.

4.1.6 All brood cows will be dewormed at least two (2) times per year. There will be two (2) active dewormings each year. The active or "hands on" deworming will be no later than March 31st for the spring and no later than September 15th for the fall.

4.1.7 The calves in the herd will be weaned during the period of July 25th to September 1st. The calves will be weaned prior to 205th days after birth.

4.1.8 Calves will be weighed at birth, at weaning, and at one (1) year old.

4.1.9 Calves will receive shots for calf hood diseases at weaning and a booster shot two (2) weeks later. Crossbred brood cows will receive shots no later than September 15th. R.F.I.D. tags will be put into all calves before sale **as required by State and Federal Regulations**.

4.1.10 All calves will be tagged at birth; the ear tag number will be recorded in the inventory and used for any animal transfers.

4.1.11 All calves not deemed as herd replacements will be sold at public auction and/or as described in Section 1.2.2 at the discretion of the Agriculture **Division Director** with the concurrence of the **Office of**

the Deputy Director of Administration. A bill of lading will be prepared containing the total number of calves, ear tag number, sex of and description of each calf and the destination of the load. The bill of lading will be signed by the Farm Manager/Designee, driver and verified by the ***Division Director or designee***. The front gate officer's signature will also be required. Copies of the bill of lading will be maintained in the Beef Cattle Supervisor's files and a copy will be attached to the settlement check and verified for accuracy.

4.1.12 A master ear tag inventory will be conducted twice yearly - in February before breeding season and immediately following the final marketing of the current year's calves. This inventory will be reported to the ***Division*** Business Manager to be verified against the master inventory maintained in the Agriculture ***Division*** office.

4.2 Dairy Operation:

4.2.1 Dairy herds will be located at, but not be limited to, Wateree River ***Farms***.

4.2.2 The number of milking dairy cows will be determined by the milk needs of the Agency and the facility's capacity.

4.2.3 The Dairy herds will consist primarily of, but not be limited to, Holsteins and Jersey dairy cows.

4.2.4 All breeding will be done preferably by artificial insemination. The semen will be selected by the Dairy Manager and his or her staff for proper genetics to continue to improve the dairy herd. A minimum of one (1) Holstein and one (1) Jersey bull will be kept for cleanup.

4.2.5 Heifers will be kept for replacements. Bull calves will be marketed to maximize return to the Agriculture ***Division*** as described in Section 1.2.2.

4.2.6 Heifer calves will be given vaccinations as follows:

- E.Coli within 24 hours of birth.
- Upper respiratory, 7 way Clostridial, Pasteurella before weaning.
- Booster at 6 to 8 months of age.
- Wormed at weaning and two (2) times per year.
- Brucellosis vaccine at 4 to 8 months of age (administered by Veterinarian).
- ***Annual*** booster of all vaccines, excluding Pasteurella.

4.2.7 Cows will be vaccinated as follows:

- Upper respiratory annually.
- Lepto two (2) times a year.
- J-Vac and wormed at freshening and drying off.
- Lysigin semi-annually.

4.2.8 The Dairy ***Manager*** with approval of the ***Agriculture Division Director*** will cull milking cows for low production, health reasons, non-reproductive reasons, and other reasons deemed to be counterproductive. Cull cattle will be marketed, at the discretion of the Agriculture ***Division Director***, in a manner which maximizes the return for the Dairy Operation within SCDC Policy for surplus livestock as described in Section 1.2.2.

4.2.9 Any milk that is above the needs of the Food Service Branch and or outside customers will be deemed surplus and sold in tanker loads. This will be whole milk and will not have the cream separated.

4.2.10 Any animals that are not needed to maintain breeding stock numbers as determined by the Dairy Manager with the approval of the Agriculture ***Division Director*** will be sold/disposed of by public auction and/or described in Section 1.2.2.

4.2.11 All pharmaceuticals, to include syringes and needles, used for SCDC animals will be stored in a locked cabinet or locked refrigerator behind a locked door.

4.2.12 An inventory sheet of all pharmaceuticals, to include syringes and needles, with updated additions and dispersals will be maintained in the appropriate Program Coordinator's office.

4.2.13 All dairy calves will be tagged at birth with preprinted, inventoried tags and properly recorded.

4.2.14 An inventory of the dairy calves will be maintained at the Dairy calf barn and a dairy herd management software which will be updated as calves are born or sold.

4.2.15 Dairy animals that are sold must have a bill of lading that contains the following:

- A sequential number of the animals.
- Ear tag number.
- Description.
- Pertinent comments about *each* animal.

The bill of lading must also contain the appropriate Dairy supervisor's signature, driver's signature, *Agriculture Division Director*, or *designee's* signature, front gate officer's signature, and destination of the load. Copies of this bill of lading will be maintained at the Dairy and Agriculture *Division* office and a copy will be attached to the settlement and verified for accuracy.

4.2.16 All contaminated, disposable instruments/tools will be discarded in seal-able, puncture resistant, leak-proof, color-coded, red biohazard containers. These will be maintained in a secured area under lock and key. (4-4331)

4.3 Cattle Illness/Death:

4.3.1 In the event a cow becomes ill, the Dairy Manager or designee will contact a veterinarian and arrange to have the animal checked. If the veterinarian determines that it is necessary, the animal will be euthanized. Euthanasia will be performed by an approved certified employee.

4.3.2 If an SCDC owned cow dies, or is euthanized, it will be buried in a location to be determined by the Agriculture *Division Director* or designee, which has been approved by DHEC. SCDC Form 19-171, "Confirmation of Cow Death," (internal form available from the Agriculture *Division*) will be completed whenever an animal dies or is euthanized.

4.3.3 A personal weapon may be brought onto SCDC property in accordance with SCDC Policy OP-22.28, "Game Management on SCDC Property," for the purpose of euthanizing animals. Weapons used for this purpose must be approved by the Warden/Designee. Documentation of the euthanasia of the animal must be recorded on SCDC Form 19-171, "Confirmation of Cow Death."

4.3.4 All cattle history will be tracked through a dairy herd management computer software program.

4.3.5 In the event of the death of a cow or calf (beef or dairy), verification of the animal's identification will be made through photographic evidence and said verification attached to SCDC Form 19-171, "Confirmation of Cow Death." Verification will include participation by a disinterested third party.

5. POULTRY OPERATION:

5.1 Poultry:

5.1.1 Poultry laying houses will be located at, but not limited to: MacDougall Farms.

5.1.2 *Each house* at MacDougall Farm will consist of approximately 30,000 - 60,000 birds. The total number of houses will be determined by the permit limit.

5.1.3 The breed of the laying chickens will be determined by the MacDougall Farm Manager with the approval and concurrence of the Agriculture *Division Director*.

5.1.4 The litter produced by the chickens will be disposed of as allowed and prescribed by a permit issued by the South Carolina Department of Health and Environmental Control. This disposal will be documented according to requirements of the DHEC permit.

5.1.5 Eggs will be gathered each day and cleaned, packaged, and stored for distribution to the Food Service Branch.

5.1.6 Any eggs produced above the needs of SCDC will be determined as excess and will be sold. The revenue from the sale will be deposited in the Farm Revenue account.

5.1.7 The *Plastic Injection Molding Operation* will manufacture plastic egg flats for use in the packaging and shipment of eggs. Any plastic egg flats produced above the needs of the Agriculture *Division* will be determined as excess and will be sold. Funds from the sales will be deposited into the Farm Revenue Account.

5.1.8 The MacDougall Farm Manager, with the approval of the Agriculture *Division Director* will develop, implement, and maintain a bio security program for the MacDougall Farm operation. This plan will contain detailed procedures for the control and prevention of infectious diseases to the poultry flock, utilizing the most up to date information available through SC DHEC on the subject. This program will be updated annually with all changes or modifications submitted through the Agriculture *Operations Manager* to the *Agriculture Division Director* for approval. A copy of the related procedures may be obtained by writing/phoning the SCDC Agriculture *Division* Office, P.O. Box *130*, Rembert, South Carolina 29128-*0130*, (803-896-3467).

5.2 Hammer Mill Operation:

5.2.1 All grains produced on SCDC farmlands will be stored at the grain bins located at the Hammer Mill operation at the Wateree River *Farm* or other property owned and/or leased by SCDC.

5.2.2 Feed for livestock operations will be manufactured at the Hammer Mill. The Hammer Mill Supervisor will be responsible for proper formulation in accordance with each Livestock Operation Supervisor.

5.2.3 The Hammer Mill Supervisor will be responsible for forwarding requests for all feed additives through the *Operations Manager* to the *Division Business Manager* for approvals.

5.2.4 The Hammer Mill Supervisor will send a monthly inventory of all grains stored and feed additives on hand to the *Division Business Manager* by the *first Monday* which follows the last day of the reporting month.

6. CROP PRODUCTION (ROW AND EDIBLE CROP):

6.1 Soil samples of every field on all farmlands will be taken each year by *December 15th*, or as required by the current DHEC Regulations, and submitted to a certified and accredited soils laboratory for analysis. These soil samples will be used to determine the type and application rate of fertilizer and lime recommended for proper crop growth and production. The current Waste Management Plan utilizes annual soil samples to allow for the optimum application rate and usage of animal waste as a nutrient source for all row crop and pasture production.

6.2 Crop varieties will be selected by the **Operations Manager, MacDougall**, or the Walden Farm Manager with approval and concurrence of the Agriculture **Division Director**.

6.3 Production potential, storage capability, Food Service Branch requirements, and livestock feed requirements will determine acreage amounts of each crop.

6.4 The **Operations Manager, MacDougall**, or the Walden Farm Manager will request with the approval and concurrence of the Agriculture **Division Director**, through the **Division Business Manager**, the fertilizer and lime for all farmlands, to include pastures, by **February 1st** of each year.

6.5 Planting dates recommended for the area, together with staff experience and evaluations of conditions of a given year, will be used to select proper planting dates.

6.6 Harvesting will begin when crops mature. The **Operations Manager, MacDougall**, or the Walden Farm Manager will determine the maturity and beginning date for harvesting.

6.7 Any row or edible crops that are over and above Food Service Branch or Livestock needs may be deemed to be surplus and sold. Revenue received from all such sales will be deposited into the farm revenue account.

6.8 The **Operations Manager, MacDougall**, or the Walden Farm Manager will maintain a "log book" of each crop/field planting, growth evaluations, nutrients applied (both commercial and organic), pesticides application and harvesting history. The documentation will include weather conditions, where applicable, and date and time of event being recorded.

7. FARM MAINTENANCE:

7.1 Mechanic Shop:

7.1.1 Farm Maintenance Mechanic Program Coordinator will be responsible for all tool, parts, fuel, and supply inventories and will report to the **Operations Manager**. All tools will be maintained in accordance with SCDC Policy OP-22.02, "Tool Control."

7.1.2 The mechanic shop will be responsible for all minor maintenance to all tractors owned by the SCDC for use in agriculture activities. Major problems will be referred to Central Maintenance Shop, Transportation Branch, in Columbia. The decision to classify problems as major or minor will be the responsibility of the Farm Maintenance Program Coordinator with the approval of the **Operations Manager**.

7.1.3 Fuels inventories will be strictly monitored and recorded on a daily basis. Accuracy will be checked with any discrepancies noted in a logbook by the Farm Maintenance Mechanic Program Coordinator.

7.1.4 All requisitions for parts, filters, oils, welding supplies, or other related supplies will be submitted by the Farm Maintenance Mechanic Program Coordinator through the **Operations Manager** to the **Division Business Manager** for approval.

7.1.5 The Farm Maintenance Mechanic Program Coordinator will be responsible for implementation and adherence to all applicable SCDC policies/procedures.

7.2 Welding Shop:

7.2.1 The Farm Maintenance Mechanic Program Coordinator will be responsible for all tools, gases, supplies, and parts in the welding shop and will report to the **Operations Manager**. Tools will be maintained in accordance with SCDC Policy OP-22.02, "Tool Control."

7.2.2 The welding shop will be responsible for minor welding repairs on vehicles and equipment owned by the SCDC for use in agriculture activities.

7.2.3 The Farm Maintenance Mechanic Program Coordinator will be responsible for the implementation and usage of all safety devices and rules for the activities conducted in the welding shop.

7.3 Farm Construction, Sawmill, and Heavy Equipment:

7.3.1 The Building and Grounds Manager will be responsible for the operation of the farm construction, and the sawmill operation, and will report to the **Operations** Manager. Tools will be maintained in accordance with SCDC Policy OP-22.02, "Tool Control."

7.3.2 The Row Crop Program Coordinator will be responsible for all Heavy Equipment Operations and will report to the **Operations** Manager. Tools will be maintained in accordance with SCDC Policy OP-22.02, "Tool Control."

7.3.3 The farm construction operation will be responsible for the construction for all projects on Agriculture **Division** farms.

7.3.4 The Building and Grounds Manager will be responsible for obtaining all necessary permits and completing any required forms for the construction projects.

8. TIMBER MANAGEMENT:

8.1 The Agriculture **Operations Manager** with the concurrence of the **Agriculture** Division Director will be responsible for the evaluation, recommendation, and implementation of the Timber Management Plan.

8.2 The Agriculture **Operations Manager** will consult with the State Forestry Commission to prepare the necessary documentation for yearly timber sales with the approval and concurrence of the **Agriculture** Division Director.

8.3 The **Operations** Manager will advise as to the location of timber to be harvested for use at the Sawmill operation with the approval and concurrence of the **Agriculture Division Director**.

9. HONEYBEE OPERATION:

9.1 The Walden Farm Manager will be responsible for the operation and implementation of the program to include hive construction, installation of packets of bees, medication, queen rearing, splitting and placement of new hives, and the extraction of honey.

9.2 The Walden Farm Manager with the approval of the **Division** Business Manager and concurrence of the Agriculture **Division Director** will requisition all necessary supplies needed for the operation and expansion of the program.

9.3 The Walden Farm Manager will be responsible for training inmates in the necessary duties needed to ensure proper operation.

10. PROTECTION OF CROPS AND LIVESTOCK:

The Agriculture **Operations Manager** will monitor the development and health of crops and livestock. When the crop yield or the health of the crops or livestock is endangered by wild game, the **Agriculture** Division Director may schedule a hunt for the species that is causing the harm. The Agriculture **Division Director** will coordinate all such hunts with the SCDNR to obtain the necessary permits and will ensure that every hunt meets all SCDNR requirements.

11. DEFINITIONS:

Agriculture Program refers to any program related to agriculture to include, but not limited to: Dairy Operations, Beef Cattle Program, Poultry Operations, **Meat Goat Program**, Row Crop Operations, Hammer Mill

Operations, Edible Crop Operations, Timber Management, Mechanic Shop, Welding Shop, Grist Mill, Sawmill Operations, Heavy Equipment Operations, *Plastic Injection Molding Operations*, Honeybee Program, Farm Maintenance and Construction.

Farmlands refers to all land owned or leased by the South Carolina Department of Corrections that is under production or supports agricultural production, including timber .

Surplus Products refers to any farm product and or livestock deemed excess by the Agriculture *Division Director* with concurrence of the *Office of the Deputy* Director of *Administration*.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature

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