



**DEPARTMENT OF ENVIRONMENTAL QUALITY  
POLICY AND PROCEDURES**

**SUBJECT: OPTIONAL ATTIRE FOR EMPLOYEE  
PURCHASE**

**Number: 07-002**

**Date: December 20, 1996**

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**ISSUE:**

Department of Environmental Quality employees may purchase attire which bears the Department of Environmental Quality (DEQ) logo.

**DEFINITIONS:**

None.

**POLICY:**

Department employees shall be allowed to purchase, at their own expense, the following attire which bears the DEQ logo:

**PREAUTHORIZED LIST OF OPTIONAL ATTIRE**

Baseball Cap	w/DEQ logo navy	full fabric, twill cap summer mesh foam, summer mesh
Work Vest	7 pocket orange or tan	filson cruiser vest
Work Shirt	w/DEQ insignia navy or tan, 100% cotton	short-sleeved long-sleeved
Coveralls	w/DEQ insignia navy or tan	100% cotton twill
Casual Shirt	w/DEQ insignia navy or tan, poly/cotton	short-sleeved long-sleeved
Windbreaker	w/DEQ insignia navy or tan, 100% nylon	unlined cotton lined
Blazer	navy or tan	polyester/wool blend
Sweatshirt	w/DEQ insignia	polyester/cotton blend

Cost for each item will vary dependent upon quantity ordered. Department employees who purchase such attire and/or materials are expected to maintain a professional appearance when wearing these items.

**PROCEDURE:**

**Responsibility**

**Action**

Office of Personnel Services

1. Secures vendor(s) to provide DEQ Optional Attire.

2. Provides necessary information relative to purchasing process for Optional Attire to Personnel Liaisons.

Personnel Liaisons

3. Make Preauthorized List of Optional Attire and purchasing process available to Division staff.

Employee

4. Contacts vendor(s) of Optional Attire bearing the DEQ logo directly to place order.

Approved: \_\_\_\_\_



Date: \_\_\_\_\_

12/30/96