



<p><b>Standard Operating Procedure – EMS-0100.001</b>  <b>Name: EMS/Legal and Other Requirements Review Procedure</b></p>	<p>Corresponding Requirements:                  ISO Standard: 4.3 &amp; 4.3.2                  EMS Manual: 4.3 &amp; 4.3.2                  Revision #: 3</p>
<p>Prepared By: Beth Eckert, Industrial Chemist</p>	<p>Revision Date: 4/30/01</p>
<p>Approved By: Larry Cummings, Asst. Superintendent of WWTD</p>	<p>Effective Date: 1/1/00</p>
<p>Signature:</p>	<p>Page 1 of 1</p>

**EMS/Legal and Other Requirements Review  
 Standard Operating Procedure**

**1.0 Purpose**

1.1 The following procedure covers various requirements for reviewing pieces of the Environmental Management System (EMS). This procedure also provides a process for identifying, reviewing, and maintaining the legal and other requirements document. Designated levels of management for each area of the EMS will complete reviews.

**2.0 Associated Equipment**

2.1 None

**3.0 Associated Reference Material**

- 3.1 *ANSI/ISO 14001-1996 Environmental Management Systems – specifications with guidance for use.*
- 3.2 *City of Gastonia – Environmental Management System Manual (EMS-0100.000)*
- 3.3 *Legal and Other Requirements document (EMS-0101.001)*

**4.0 Procedure**

- 4.1 The EMS Team consists of the following personnel: Assistant Superintendent of WWTD, Senior Representatives of Operations for each Wastewater Treatment Plant, Laboratory Supervisors from each laboratory, a Laboratory Technician IV, ORC for Biosolids, and a Pretreatment Representative.
- 4.2 The EMS Team will review the EMS Manual annually in **October**. Any required revisions will be reported to the Superintendent of the WWTD for approval and the EMS Coordinator will make the appropriate changes.
- 4.3 Any proposed changes to the EMS policy will be reviewed and approved by the City Council in **November**, and at any other times during the year that a change is deemed necessary by the Management Review Board (MRB).
- 4.4 A review of the aspects and impacts and significance will be conducted for existing and new operations each year during **November** as well as at any time during the year that

- a process is added or modified. Any changes to the current lists will be updated by the EMS Coordinator.
- 4.5 A review of the emergency action plans will be conducted semi-annually. Any changes will be reported to the Superintendent of WWTD for approval and the Division Safety Supervisor will make changes and forward to the EMS Coordinator to update the computer network and to issue controlled copies by the appropriate distribution lists.
- 4.6 The Management Review Board (MRB) consists of the above listed EMS Team and the Superintendent of WWTD and Director of Public Works/Utilities. The MRB will review compliance information, Environmental Management Program progress reports, EMS audit results, and any documented corrective actions reports at least quarterly. Any changes to the EMS as a result of these reviews will be approved by the Superintendent of WWTD and the EMS Coordinator will make changes.
- 4.7 The MRB will review quarterly the progress on Objectives and Targets. Prior to April 1<sup>st</sup> of each year, the MRB will review the revised list of significant aspects and impacts and current objectives and targets and establish a revised list of objectives and targets for the coming year. The progress reports and revisions of the Objectives and Targets will be submitted to the Superintendent of WWTD for review and any new or revised objectives and targets and improvement programs will be approved by the Superintendent of the WWTD. The EMS Project Coordinator will enter updates and revisions to the objectives and targets into the environmental management programs.
- 4.8 Quarterly, the MRB will review monthly compliance with existing regulations and the suitability and adequacy of the EMS.
- 4.9 The legal and other requirements for the current quarter being reviewed and the upcoming quarter will be discussed at the quarterly MRB meeting.
- 4.9.1 At least quarterly, persons listed in the Legal and Other Requirements (EMS-0101.001) document as the responsible party are responsible for reviewing the existing legal and other requirements and identifying any new ones for their area of concern. They are responsible for reporting this information to the EMS Coordinator for updating the Legal and Other Requirements document (EMS-0101.001).

4.9.1.1 This information shall include, but is not limited to, new permit dates, inspection dates, contractor information, regulatory reporting requirements, and review dates of any identified legal and other requirements previously listed.

4.9.1.2 Upon updating the information in the Legal and Other Requirements document, the Assistant Superintendent of the WWTD will review and approve prior to controlled copies being updated on the U: drive and at each area designated by the document control matrix (EMS-0101.000).

**5.0 Deviations from this procedure must be documented by completing a Corrective/Preventative Action Report (EMS-0101.004).**