

SWWTD ENVIRONMENTAL MANAGEMENT SYSTEM



Name: Legal Requirements Procedure <u>EMS 2002- 20.2</u>	Corresponding Requirements: ISO Standard: 4.3 & 4.3.2 EMS Manual: 4.3 & 4.3.2 Revision #: 2
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1.0 Purpose

- 1.1 This procedure provides a process for identifying, reviewing, and maintaining the legal and other requirements document.

2.0 Scope

- 2.1 This procedure is used for the tracking of legal requirements and to assist departments in the maintenance of regulatory compliance applicable to ISO 14001 Environmental Management System activities and services.

3.0 Responsibility & Authority

- 3.1 Department Supervisors are responsible to identify and analyze environmental regulations and other legal requirements relevant to their activities or services and communicating this information to the staff within their department.
- 3.2 It is the responsibility of all Utilities staff to comply with the regulations.

4.0 Procedure

- 4.1 The department supervisor(s) or designee will review the EMS Manual annually in March and April of each year. Department supervisor(s) will use form EMS2002-20.2A to update these requirements.
- 4.2 The Utilities Director or designee is responsible for issues relating to environmental permitting.
- 4.3 The following resources are used to identify applicable legal and other requirements:

Documents:

CFR (CODE OF FEDERAL REQUIREMENTS) covers solid waste, hazardous waste, wastewater, and storm water and biosolids regulations.

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