

# Procedure for Legal and Other Requirements

## Environmental Management System (EMS)

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Revision Number:	2	Signature:	Bill Rowland

### 1. Purpose

**1.1** The purpose of this procedure is to ensure that the Landfill of North Iowa accesses and tracks laws and regulations that apply to its operations.

### 2. Scope

**2.1** This procedure covers laws, regulations, and other requirements established at the federal, state and local levels that apply to the operations of the Landfill of North Iowa facilities.

### 3. Responsibility and Authority

**3.1** The Director and EMR will bear responsibility for tracking environmental laws and regulations pertinent to the operation.

**3.2** The Director and EMR will disseminate information regarding any changes in regulations that could affect operations to the staff.

### 4. Procedure

#### General

The permitting and other legal requirements applicable to the Landfill of North Iowa facility operations are determined and routinely monitored by the Director and EMR. Applicable legal and other requirements are documented in facility-specific operating permit inspection checklists and facility-specific compliance checklists.

**4.1** The Director and EMR is responsible for auditing the regulatory compliance status **once per year**, and providing copies of inspection check sheets to the

Environmental Board with comments. Follow-up evaluations of regulated status will occur on an annual basis, or will occur sooner if changes in the applicable laws and regulations are identified or significant changes in the operations of the Land –fill of North Iowa occur.

**4.2** The Director and EMR is responsible for tracking applicable environmental laws and regulations and identifying those related to the operations of the Landfill of North Iowa. The Director and EMR will employ a variety of techniques and information sources to regularly track, identify and evaluate applicable laws and regulations. These include, but are not limited to:

- Federal government’s Federal Register
- Commercial services and databases
- Internet and Landfill of North Iowa websites
- The City Attorney’s office
- Information made available and provided by trade associations and membership organizations
- Communications with federal, state and local regulatory agencies and authorities

**4.3** The Director and EMR monitors these information sources on a regular basis (i.e. at least quarterly) to ensure that new regulations and issues are identified in a timely manner.

**4.4** As necessary, “off site” resources (i.e. consultants and attorneys) may be called upon to assist in evaluating applicable laws and regulations or in developing programs in response to applicable laws and regulations. Where off-site resources are used for this purpose, the Director and EMR is responsible for coordinating the effect with the appropriate staff.

**4.5** The Director and EMR disseminate information on applicable laws and regulations (and the adherent potential impacts of the activities, processes and operations conduction by that operation) to appropriate personnel. The determination of which personnel must be informed and the method for providing the information is at the discretion of the Director, based upon the circumstances of each situation.

**4.6** The Director and EMR compile and maintain copies of significant applicable environmental laws and regulations. Where copies of such laws and regulations are not maintained at the staff offices, the Director and EMR will ensure that ready access is available from other sources.

**4.7** If periodic site audits (i.e., planned environmental inspections, general environmental compliance audits) or management reviews indicate or identify additional laws and regulations that must be tracked and evaluated, the Director and EMR ensures that these activities take place.

**4.8** The Director and EMR will ensure that appropriate changes are developed and implemented in cases where new environmental regulations, Division environmental policies and/or industry standards could affect the continued performance of the environmental management system.

**5. References & Records** Cross-reference any summary listings of legal requirements or other registries, etc.

w. / Environmental Aspects

w. / Objectives and Targets

w. / Monitoring and Measurement

*See Attachment-Legal and Other Matrix*

## **History**

4/11/2014 Updated Draft of Legal and Other Matrix and issued 1<sup>st</sup> draft of Legal and Other Procedures

8/20/2014-Added EMR to the Director's responsibilities in most cases as both will be responsible for these. Removed Cass Co from document. Unified document layout. Started EMS document numbering system. Added page number, date, revision number to each page.