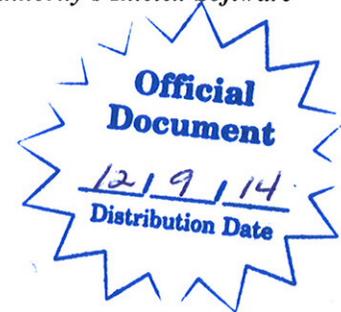


 Metro Waste Authority <i>We Know Where It Should Go</i>		Environmental Management System Procedure Legal and Other Requirements				
Document No: EMSP-LOR	Issue Date: 9/29/04	Revision No: 6	Revision Date: 12/9/14	Prepared By: Beth Shonts	Reviewed By: Jeff Dworek	Approved By: Core Team

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1.0 PURPOSE

To ensure that Metro Waste Authority (MWA) identifies, has access to, and evaluates laws, regulations, and internal organizational requirements that apply to the environmental aspects.

2.0 SCOPE

This procedure covers local, state and federal environmental legislation and regulations and other requirements that apply to the operations of Metro Waste Authority's fenceline facilities. The organization takes these requirements into account when setting its environmental objectives.

3.0 DEFINITIONS

- 3.1 **Applicable Laws and Regulations.** Legal requirements promulgated by federal, state or local government authorities that apply to environmental aspects of MWA fenceline products, activities or services, including all environmentally related operating permits and licenses.
- 3.2 **Environmental Aspect.** Element of an organization's activities, products or services that can interact with the environment.
- 3.3 **Other Requirements.** Professional standards, programs, or guidelines with which an organization may voluntarily choose to comply.

4.0 RESPONSIBILITIES

The Director of Operations and Metro Hazardous Waste Drop-Off (MHWD) Facility Manager or their designee(s) are responsible for: maintaining relationships with regulatory agencies, determining how requirements apply to environmental aspects, developing methodologies for complying with requirements, reviewing regulations for changes, and disseminating information regarding any changes in regulations that could affect MWA's fenceline operations.

- 4.1 The Site Engineer is responsible for including review of this procedure in an audit.

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 <p>Metro Waste Authority We Know Where It Should Go</p>		<p>Environmental Management System Procedure Legal and Other Requirements</p>				
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5.0 PROCEDURES

- 5.1 Applicable laws and regulations related to MWA's environmental aspects will be monitored and evaluated for the potential impacts.
- 5.2 A variety of techniques and information sources will be used to track, identify, and evaluate applicable laws and regulations. These include, but are not limited to: commercial services/databases; internet web sites; information provided by trade associations and membership organizations; communications with federal and state regulatory agencies and authorities; seminars, trade show and workshops; and environmental meetings and training. These information sources are monitored on an ongoing basis to ensure that new issues are identified on a timely basis.
- 5.3 As necessary, external resources, such as consultants and attorneys, may be called upon to assist in identifying and applying applicable laws and regulations or in developing programs in response to applicable laws and regulations.
- 5.4 Information on applicable laws and regulations, and their potential impacts on MWA's environmental aspects will be provided to the appropriate personnel. The determination of which MWA personnel must be informed and the method for providing this information are at the discretion of the Director of Operations and MHWD Facility Manager or designee(s) based on the circumstances of each situation.
- 5.5 Copies of significant applicable environmental laws and regulations will be kept on file. Where copies of such laws and regulations are not maintained at the facility's offices, ready access is available from other sources, such as those on the List of Resources for Tracking Environmental Laws and Regulations.
- 5.6 If site audits or changes in operations indicate that additional laws and regulations must be tracked and evaluated, the Director of Operations and MHWD Facility Manager or designee(s) ensures that these activities take place.

6.0 REVIEW

- 6.1 This procedure shall be reviewed by the Core Team on an annual basis.
- 6.2 The Site Engineer shall review the Master List of Legal and Other Requirements by February 1 of each year.

7.0 REFERENCES/RELATED DOCUMENTS

EMSP-MM, Monitoring and Measurement
List of Resources for Tracking Environmental Laws and Regulations
Master List of Legal and Other Requirements
Regulations Compliance List 1-26-10

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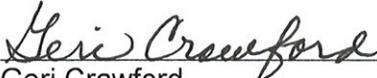


DATE: December 9, 2014
TO: File
FROM: EMS Core Team
SUBJECT: Approval of EMS Controlled Document

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The Core Team reviewed and approved the EMSP- Legal and Other Requirements Procedure on December 9, 2014.



Judi Mendenhall, Environmental Management Representative (EMR)



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