

**CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION**  
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**VERSION I**

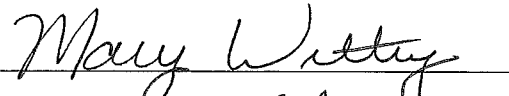
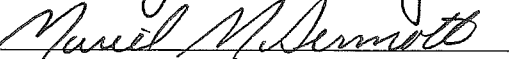
**ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) PROCEDURE:  
LEGAL AND OTHER REQUIREMENTS**


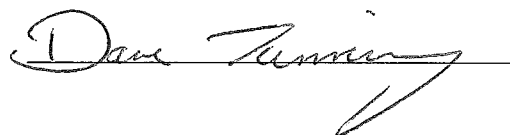
**EFFECTIVE DATE: FEBRUARY 1, 2015**

**PREPARED BY: MARY WITTRY**

**REVIEWED AND APPROVED BY: CORE TEAM**

**SIGNATURE BY CORE TEAM MEMBERS:**

**1.0 PURPOSE**

- 1.1 To establish a procedure for tracking compliance and changes to all laws and regulations applicable to CCSWMC.

**2.0 SCOPE**

- 2.1 This procedure provides instructions and assigns responsibilities for the review, execution and documentation of all laws, regulations, and other requirements established at the federal, state and locals levels as applicable to CCSWMC.

**3.0 RESPONSIBILITY**

**3.1 Director Responsibilities**

- 3.1.1 Track all laws and regulations applicable to CCSWMC with assistance from contracted engineer.
- 3.1.2 Communicate policy changes resulting from changes to above laws and regulations to the Executive board and other interested parties.

**3.2 EMS Responsibilities**

- 3.2.1 Maintain current list of laws and regulations applicable to CCSWMC with assistance from the contracted engineer.

- 3.2.2 Document and maintain all environmental records as required by above laws and regulations with assistance from contracted engineer.

## **4.0 PROCEDURES**

- 4.1 All applicable laws and regulations will be monitored by the Director (with the assistance from the contracted engineer) on an ongoing basis. Methods of monitoring include but are not limited to:
  - 4.1.1 Communications with trade associations and membership organizations
  - 4.1.2 Communications with federal, state, and local regulatory agencies and authorities
  - 4.1.3 Communications among peer agencies
  - 4.1.4 Attendance at scheduled ISOSWO meetings.
- 4.2 All changes of applicable laws and regulations will be documented by the Environmental Management Representative (EMR).
- 4.3 The Master List of Legal and Other Requirements is to be maintained by the EMR and will be reviewed and revised annually by the EMS Core Team.
- 4.4 Objectives and Targets affected by changes in applicable laws will also be reviewed and revised at that time. Any changes will be documented by the EMR.
- 4.5 Policy/procedure changes resulting from changes to above laws and regulations will be distributed by the Director to staff and others.

## **5.0 RECORDS**

All documents and records related to this procedure are to be maintained by the EMR on an ongoing basis. Records include but are not limited to:

- Master List of Legal and Other Requirements and its revisions.
- Laws and regulations (hard copies or electronic) relevant to CCSWMC.
- Revisions of such laws and regulations.
- Objectives and Targets and their revisions.
- Communications between the Director and interested parties regarding policy/procedure changes.