

Verification	Originator	Revised	Approved	Issued
Initials	DW			
Date	1/10/13			

**City of Petersburg
Facility Management Division of Public Works**

EMS Procedure

EP-4.3.2-1 Legal & Other Requirements

Person responsible:	General Manager, DPW/Facilities Management Division		
Area of application:	Custodial Service Areas for City-Owned Buildings		
Document location:	http://www.petersburgva.gov/index.aspx?NID=621		
Original issue date:	01/09/14		
Revisions			
Rev. No.	Date	Description	
001			
002			
Recurring action items			
Activity	Responsibility	Frequency	
1. Update and document list of legal & other requirements and maintain accessibility to person(s) responsible.	EMS Management Representative	Ongoing, with annual review	

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1.0 Purpose
2.0 Scope

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3.0 Responsibility

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6.0 References / Related Documents

1.0 Purpose

- 1.1 The purpose of this procedure is to ensure that all legal & other requirements associated with the environmental aspects of the **DPW/Facilities Management Division's** activities, products and services are identified and to ensure the EMS Management Representative maintains access to these requirements.

2.0 Scope

- 2.1 This procedure conforms to the ISO 14001:2004 standard, section 4.2.2 *Legal and Other Requirements* and covers the operations of the **Facilities Management Division**.
- 2.2 Legal and other requirements includes all municipal, state, and federal environmental legislation and regulations that the **DPW/Facilities Management Division** is legally obligated to comply with and any environmentally related operating permits, licenses, and certificate of approvals. Legal and other requirements also includes the environmental requirements that the **DPW/Facilities Management Division** has pledged to comply with through associations, memberships, and volunteer pledges.

3.0 Responsibility

- 3.1 The **EMS Management Representative** is responsible for:
 - 3.1.1 Ensuring all legal & other requirements that affect each department operating at the **Facilities Management Division** are identified;
 - 3.1.2 Maintaining access to these requirements;
 - 3.1.3 Maintaining the EMS document **ED-4.3.2-2 Legal & Other Requirements Matrix** in the EMS;
 - 3.1.4 Disseminating these requirements to the respective departments;
 - 3.1.5 Staying abreast of changes in these requirements and identifying new requirements;

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- 3.1.6 Evaluating physical and/or operational changes at the **Facilities Management Division** to determine if new requirements are triggered;
- 3.1.7 Determining how the legal and other requirements apply to the **Facilities Management Division's** environmental aspects; and
- 3.1.8 Communicating to all persons working for or on behalf of the organization including contractors whose responsibilities and actions can affect compliance requirements for **Facilities Management Division**. Refer to **EP-4.4.3-1 Communication** procedure.
- 3.2 The **Departmental Management** is responsible for:
 - 3.2.1 Communicating proposed physical and/or operational changes to the EMS Management Representative;
 - 3.2.2 Refraining from making physical and/or operational changes, including the installation and use of stationary or portable equipment, prior to approval by the EMS Management Representative; and
 - 3.2.3 Communicating relevant environmental aspects of department operations or services to the EMS Management Representative.

4.0 Definitions

- 4.1 Refer to **EP-4.4.4-2 EMS Related Definitions Procedure**

5.0 Process

- 5.1 The EMS Team will evaluate the legal and other requirements during the review of environmental aspects review. Refer to the environmental aspects documentation: **EP-4.3.1-1 Environmental Aspects** procedure, **ED-4.3.1-1 Evaluation of Aspects and Impacts Matrix**, and **ED-4.3.1-3 Aspect Criteria Definitions**.
- 5.2 The EMS Management Representative will review the current list of environmental aspects for the **Facilities Management Division**. From this list, the EMS Management Representative will develop a list of legal & other requirements that apply to the **Facilities Management Division**. The current list of legal & other requirements that apply to the **Facilities Management Division** is maintained in **ED-4.3.2-2 Legal & Other Requirements Matrix**.
- 5.3 The EMS Management Representative will obtain **annual** updates on pertinent environmental regulations from regulatory agencies. This is accomplished through multi media, internet accessibility, attending meetings, training, or by periodic written request for updated information from regulatory agencies. The EMS Management Representative will stay abreast of legal & other requirements by:

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- 5.3.1 Subscribing to a monthly regulatory update service;
- 5.3.2 Maintaining access to Federal Regulations applicable to the **Facilities Management Division**;
- 5.3.3 Searching, book marking and linking to internet accessible regulatory informational web sites;
- 5.3.4 Maintaining access to sections of the State Code applicable to the **Facilities Management Division**;
- 5.3.5 Periodically reviewing the changes to applicable requirements and evaluating their impact on the **Facilities Management Division**;
- 5.3.6 Periodically reviewing, and updating where necessary, the list of applicable requirements;
- 5.3.7 Anticipate and prepare for new or changed requirements, so that appropriate action can be taken to maintain compliance.
- 5.4 The EMS Management Representative stays abreast of proposed physical and/or operational changes to the **Facilities Management Division** so that additional legal & other requirements are identified and considered prior to the implementation of the changes by:
 - 5.4.1 Receiving written notification from Department Managers of any proposed operational or physical changes;
 - 5.4.2 Conducting a legal & other requirements analysis on any proposed changes;
 - 5.4.3 Providing written authorization to Department Managers for changes after the analysis has been conducted;
 - 5.4.4 Evaluating new or modified activities, products and services.

6.0 References / Related Documents

- 6.1 ED-4.3.2-2 Legal & Other Requirements Matrix
- 6.2 EP-4.3.1-1 Environmental Aspects procedure
- 6.3 ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix
- 6.4 ED-4.3.1-3 Aspect Criteria Definitions
- 6.5 EP-4.4.3-1 Communication procedure

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