

Example 9

PROCEDURE FOR TRACKING LEGAL AND OTHER REQUIREMENTS	Form 9 Completed by: <i>Jeff Miller</i> Date: <i>5/10/00</i>
Provide the procedures to track and keep up-to-date on any new or changing environmental laws and regulations.	
<i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #2: Legal and Other Requirements</i> <i>Issue Date: May 10, 1997</i>	
<u>I. Purpose</u>	
<i>To provide a standard procedure to identify environment legal and other requirements applicable to environmental aspects and impacts associated with Fort Anywhere Motor Pool's activities/products/services. Implementation of this procedure will ensure that applicable environmental legal and other requirements are identified for all of Fort Anywhere Motor Pool's existing and future activities/products/services and that all Fort Anywhere Motor Pool's employees have access to applicable environmental legal and other requirements. The applicable environmental legal and other requirements will assist in establishing the environmental objectives.</i>	
<u>II. Definitions</u>	
<i>Environmental Aspect - element of an organization's activities, products, or services that can interact with the environment</i>	
<i>Environmental Impact - any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services</i>	
<i>Legal Requirements -- Laws, regulations, permits, contracts memorandums of agreement and consent orders applicable to Fort Anywhere Motor Pool's activities, products and services.</i>	
<i>Other Requirements -- Standard industry practices (ex., such as ANSI, ASTM, ASME, ACGIH, NIOSH, MILSPECs), company policies, consensus standards, voluntary codes of conduct (such as the chemical industry's Responsible Care program), voluntary environmental performance agreements with government agencies (ex., US EPA's Project XL), and/or environmental management principles (ex., the principles of the World Business Council for Sustainable Development) to which a company or facility subscribes.</i>	
<u>III. Supporting Documents</u>	
<u>Document Identification</u> Form 5 Form 6 Form 8	<u>Title</u> <i>Checklist for Environmental Aspects</i> <i>Environmental Aspects And Impacts</i> <i>Legal And Other Requirements</i>
<u>IV. Procedure</u>	
1. <i>The Management System Representative is responsible for tracking applicable laws and regulations, identifying those related to the gas station's activities, products and services. The Management System Representative is also responsible for evaluating the potential impacts of these laws and regulations on the gas station and its activities, products and services.</i>	

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<p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #2: Legal and Other Requirements</i> <i>Issue Date: May 10, 1997</i></p> <p><i>IV. Procedure (continued)</i></p> <ol style="list-style-type: none"><i>2. The Management System Representative will employ a variety of techniques and information sources to track, identify and evaluate applicable laws and regulations. The Management System Representative monitors these information sources on a regular basis to ensure that new issues are identified on a timely basis.</i><i>3. As necessary, The Management System Representative may called upon third party resources, such as consultants or attorneys, to assist in evaluating applicable laws and regulations or in developing programs in response to applicable laws and regulations.</i><i>4. The Management System Representative will disseminated information on applicable laws and regulations and their potential impacts on the gas station's activities, products and services to the EMS Coordinator and appropriate personnel. The determination of which motor pool personnel must be informed and the method for providing this information is at the discretion of The Management System Representative.</i><i>5. The Management System Coordinator will compile and maintain copies of significant applicable environmental laws and regulations and other requirements in "Environmental Legal and Other Requirements.</i><i>6. If site audits indicate that additional laws and regulations must be tracked and evaluated, The Management System Representative ensures that these activities take place.</i>		