


 MEDA Water  EUROPEAID CO-OPERATION OFFICE	 MEDA Water  EUROPEAID مكتب التعاون		GP-02
			Review
		LEGAL AND OTHER REQUIREMENTS (Legal Compliance)	Page 1 of 4

LEGAL AND OTHER REQUIREMENTS

Rev	Date	Improvement's description

INDEX

1 **PURPOSE** 2





2 **SCOPE** 2

3 **DEFINITIONS** 2

4 **RESPONSIBILITY & AUTHORITY** 3

5 **PROCEDURE** 3

<u>ELABORATED:</u>	<u>REVISED:</u>	<u>APPROVED:</u>
Date:	Date:	Date:

 MEDA Water  EUROPEAID CO-OPERATION OFFICE	 MEDA Water  EUROPEAID مكتب التعاون		GP-02
			Review
		LEGAL AND OTHER REQUIREMENTS (Legal Compliance)	Page 2 of 4

1 PURPOSE

This procedure describes the process to be followed for identifying, reviewing and maintaining the Legal and Other Requirements document.

To identify and have access to the Legal and Other Requirements those are directly applicable to the aspects activities, products and services. The procedure has been developed in accordance with the requirements of the International Standard ISO 14001, sections 4.3.2. and 4.5.2.

2 SCOPE

This procedure is used for identifying and providing access to Legal and Other Requirements associated with the WWTP, and cover laws, regulations, and other requirements established at the federal, state, and local level that apply the Environmental Aspects of the WWTP activities, products, and services.





This procedure is used to assist the organization in the maintenance of regulatory compliance applicable to the International Standard ISO 14001 EMS activities, products, or services.

This procedure includes a new clause of the ISO 14001:2004, section 4.5.2 to ensure that the WWTP meets its commitment to compliance with Legal Requirements.

3 DEFINITIONS

3.1 “Legal requirements”

Consist of state, federal and local regulations and laws.

 MEDA Water  EUROPEAID CO-OPERATION OFFICE	 MEDA Water  EUROPEAID مكتب التعاون		GP-02
			Review
		LEGAL AND OTHER REQUIREMENTS (Legal Compliance)	Page 3 of 4

3.2 “Other requirements”

The term Other Requirements refers to mandatory or voluntary codes of conduct and performance standards (either internally or externally created) that the WWTP has committed.

4 RESPONSIBILITY & AUTHORITY

4.1 EMS Team

EMS Team is responsible to identify and analyze environmental regulations and Other Legal Requirements relevant to the WWTP activities, products or services and communicating this information to the WWTP staff within their section or department.



4.2 WWTP Staff

It is the responsibility of all WWTP staff to comply with the regulations.

5 PROCEDURE

The EMS Team identifies, tracks, and maintains a list of all applicable legal and other requirements. This is done in accordance with the EMS, requirements and procedures.

The list is kept current. Means and methods to identify legal and other requirements include the above legal and other requirements on a regular basis. When legal and/or other requirements change, the EMS Team notifies Department Heads, etc. Methods used to communicate these changes include: e-mail, telephone call, meetings and newsletters.

			GP-02
			Review
		LEGAL AND OTHER REQUIREMENTS (Legal Compliance)	Page 4 of 4

5.1 Determination of the Type of Regulatory Requirement to be identified

EMS Team shall identify the relevant environmental laws, regulations and industry standards adhere to. This may include international, federal, state, regional and local regulations. Types of regulatory requirements to be identified include environmental legislation that covers the protection of air, water, land, natural resources and humans.

5.2 Regulatory Services

A regulatory service, library, or regulatory contact will be made to get a copy of relevant environmental regulations. All levels of management will be checked to see if there are regulatory requirements impacting departmental operations.

5.3 New Project or Change to Existing Operation

Each department shall review environmental requirements prior to the initiation of a new projects or modification of an existing operation. The department head will check and coordinate with Design and Construction to ensure applicable city and county codes are identified and met.

5.4 Consulting Engineers and Contractors

Working on site shall be made aware of this procedure to ensure regulatory requirements are identified and met.

5.5 Organization and Tracking

A list of regulatory summary sheets, or the regulations themselves, shall be maintained, by paper file or electronically, and updated as necessary.