

ESMS Procedure

ESMS 4.3.2-1 EP_Legal and Other Requirements Procedure

Person Responsible:	Sr. Manager of Risk & Environmental Safety		
Area(s) of Application:	Hillsborough Transit Authority (HART)		
Document Location:	HART Connect ESMS		
Originator:	S. Taylor	Date:	09/13/2013
Original Date of Issue:	10/1/14		
Approved By:	ESMS Core Team/ESMS Mgmt Rep	Date:	9/18/2014
Revisions			
Revision No.	Date	Description	Name
001			
Recurring Action Items			
	Activity	Responsibility	Frequency
1.	Review and if necessary revise	Sr. Manager of Risk & Environmental Safety	Annually
2.	Evaluate the legal and other requirements during the review of environmental aspects	ESMS Core Team	Annually
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1.0 Purpose

- 1.1 The purpose of this procedure is to ensure that all legal and other requirements associated with the environmental aspects of the activities, products and services of HART are identified and to ensure the Sr. Manager of Risk & Environmental Safety maintains access to these requirements.

2.0 Scope

- 2.1 This procedure conforms to the ISO 14001: 2004 standard, section **ESMS 4.3.2 Legal and Other Requirements** and covers all operations of HART including facilities, employees, contractors, and tenants. Legal and other requirements include all municipal, state, and federal environmental legislation and regulations that HART 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 HART has pledged to comply with through associations, memberships, and volunteer pledges. This procedure supersedes all and any previous procedures, policies, guidelines, memorandum, matrices etc.

3.0 Responsibility

- 3.1 **Sr. Manager of Risk and Environmental Safety** is responsible for:
- 3.1.1 Reviewing the current list of environmental aspects for HART. From this list, the Sr. Manager of Risk & Environmental Safety will develop a list of legal & other requirements that apply to HART.

Note: The current list of legal & other requirements that apply to HART is maintained in **ESMS 4.3.2-2 ED_Legal and Other Requirements Matrix – Regulatory Requirements and Guidance Document**.
 - 3.1.2 Obtaining 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 Sr. Manager of Risk & Environmental Safety will stay abreast of legal and other requirements by:
 - 3.1.2.1 Maintaining access to Federal Regulations applicable to HART;
 - 3.1.2.2 Searching, book marking and linking to internet accessible regulatory informational web sites;
 - 3.1.2.3 Maintaining access to sections of the Florida Administrative Code applicable to HART;
 - 3.1.2.4 Periodically reviewing, and updating where necessary, the list of

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- applicable requirements;
- 3.1.2.5 Ensuring current copies of environmental aspects are maintained HART Connect ESMS; and
- 3.1.2.6 Anticipate and prepare for new or changed requirements, so that appropriate action can be taken to maintain compliance.
- 3.1.3 Staying abreast of proposed physical and/or operational changes to HART so that additional legal & other requirements are identified and considered prior to the implementation of the changes by:
 - 3.1.3.1 Receiving written notification from Department Managers of any proposed operational or physical changes;
 - 3.1.3.2 Conducting a legal & other requirements analysis on any proposed changes;
 - 3.1.3.3 Providing written authorization to Department Managers for changes after the analysis has been conducted; and
 - 3.1.3.4 Evaluating new or modified activities, products and services.
- 3.1.4 Ensuring all legal & other requirements that affect each department operating at HART are identified;
- 3.1.5 Maintaining access to these requirements;
- 3.1.6 In conjunction with the ESMS Coordinator, maintaining the ESMS document **ESMS 4.3.2-2 ED_Legal and Other Requirements Matrix – Regulatory Requirements and Guidance Document** in the ESMS on an as needed basis or at a minimum annually;
- 3.1.7 In conjunction with the ESMS Coordinator, disseminating these requirements to the respective departments;
- 3.1.8 Staying abreast of changes in these requirements and identifying new requirements;
- 3.1.9 Evaluating physical and/or operational changes at HART to determine if new requirements are triggered;
- 3.1.10 Determining how the legal and other requirements apply to environmental aspects for HART; and
- 3.1.11 In conjunction with the ESMS Coordinator, communicating to all persons working for or on behalf of the organization including contractors whose responsibilities and actions can affect compliance requirements for (HART) Refer to **ESMS 4.4.3-1 EP_Communication Procedure**.

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- 3.2 **ESMS Core Team** is responsible for:
- 3.2.1 Evaluating the legal and other requirements during the review of environmental aspects.
- Refer to the environmental aspects documentation: **ESMS 4.3.2-1 EP_Legal and Other Requirements Procedure, ESMS 4.3.2-2 ED_Legal and Other Requirements Matrix, ESMS 4.3.1-1 EP_Environmental Aspects Procedure, ESMS 4.3.1-2 ED_Evaluation of Aspects and Impacts Matrix, and ESMS 4.3.1-2.1 ED_Environmental Aspects Criteria Definitions**
- 3.3 **ESMS Coordinator** is responsible for:
- 3.3.1 In conjunction with the Sr. Manager of Risk and Environmental Safety, maintaining the ESMS document **ESMS 4.3.2-2 ED_Legal and Other Requirements Matrix – Regulatory Requirements and Guidance Document** in the ESMS on an as needed basis or at a minimum annually;
- 3.3.2 In conjunction with the Sr. Manager of Risk and Environmental Safety, disseminating these requirements to the respective departments;
- 3.3.3 In conjunction with the Sr. Manager of Risk and Environmental Safety, communicating to all persons working for or on behalf of the organization including contractors whose responsibilities and actions can affect compliance requirements for (HART) Refer to **ESMS 4.4.3-1 EP_Communication Procedure and or ESMS 4.4.6-1.1 EP_Contractor Management Procedure**.
- 3.4 **Departmental Management** is responsible for:
- 3.4.1 Communicating proposed physical and/or operational changes to the Sr. Manager of Risk & Environmental Safety;
- 3.4.2 Refraining from making physical and/or operational changes, including the installation and use of stationary or portable equipment, prior to approval by the Sr. Manager of Risk & Environmental Safety; and
- 3.4.3 Communicating relevant environmental aspects of department operations or services to the Sr. Manager of Risk & Environmental Safety.

4.0 Definitions

- 4.1 Refer to **ESMS 4.4.4-2 EP_ESMS Related Definitions Procedure**.

5.0 Process

- 5.1 The Environmental Policy includes a commitment on behalf of HART to continual improvement and prevention of pollution. The text also includes a commitment to comply with applicable environmental legal requirements and other requirements to which the

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HART subscribes relating to the environmental aspects.

6.0 References / Related Documents

- 6.1 *ESMS 4.3.2 Legal and Other Requirements*
- 6.2 *ESMS 4.3.2-2 ED_Legal and Other Requirements Matrix*
- 6.3 *ESMS 4.4.3-1 EP_Communication Procedure*
- 6.4 *ESMS 4.3.2-1 EP_Legal and Other Requirements Procedure*
- 6.5 *ESMS 4.3.1-1 ED_Environmental Aspects Procedure*
- 6.6 *ESMS 4.3.1-2 ED_Evaluation of Aspects and Impacts Matrix*
- 6.7 *ESMS 4.3.1-2.1 ED_Environmental Aspects Criteria Definitions*
- 6.8 *ESMS 4.4.6-1.1 ED_Contractor Management Procedure*
- 6.9 *ESMS 4.4.4-2 EP_ESMS Related Definitions Procedure*
- 6.10 *ISO 14001:2004 Standard: 4.3.2 Legal and Other Requirements*

The organization **shall** establish, implement and maintain a procedure(s)

- a) To identify and have access to the applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and
- b) To determine how these requirements apply to its environmental aspects.

The organization **shall** ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its environmental management system.