



## Section 3: Legal & Other

Procedure Number: 3.0 v7	Title: Legal and Other Requirements	Page 1 of 3
Author: KMM	Approval Core Team	Effective Date: 04/01/2022

### 1.0 Purpose

The purpose of this document is to establish a uniform procedure for identifying and having access to the legal and other requirements that governs the DMASWA's activities and services to eliminate the risk of violations, fines, and litigation.

### 2.0 Scope

This procedure applies to those individuals managing, operating, or providing contracted services to the DMASWA.

### 3.0 Definitions and Acronyms

None

### 4.0 Procedure

To ensure the DMASWA meets regulatory compliance, a procedural process is to be developed to track, communicate, and implement the establishment of new or any changes to federal, state, and local regulations which affect the activities of the Agency. This procedure shall include contractual and other obligations the Board of Directors has accepted.

### 5.0 Specific Provisions

The Agency Administrator is required to create and maintain a comprehensive list of laws and rules applicable to:

- Organics
- Water quality
- Greenhouse gas emissions
- Recycling
- Household hazardous materials,
- Solid waste management operations
- Permits obtained by the DMASWA
- Active contracts and agreements
- Any other obligations committed to by the DMASWA.

The Agency Administrator is responsible for tracking laws and regulations and evaluating their potential impact on agency activities and operations. Sources utilized shall be electronic list serves, internet searches, trade publications, and participation in trade associations and regulatory work groups. The Agency Administrator may call upon resources such as trade organizations, consultants, and attorneys.

Procedural modifications resulting from the changes to the legal and other list will be disseminated by the Agency Administrator to the effected parties.



## Section 3: Legal & Other

Procedure Number: 3.0 v7	Title: Legal and Other Requirements	Page 2 of 3
Author: KMM	Approval Core Team	Effective Date: 04/01/2022

The master list of legal and other requirements is to be reviewed and revised at least annually or before a process change or the addition of any new process or activity. Any changes to the list will be documented.

### 6.0 Responsibilities and Enforcement

The Agency Administrator is responsible for the implementation of this procedure. The Core Team is responsible for the evaluation and enforcement of this procedure.

### 7.0 Metrics and Records

Success of the legal and other requirements identification process will be determined through the internal and external audit processes.

This procedure may result in the generation of records. Any records will be managed in accordance to the Document Control Procedure.

### 8.0 Reference Documents

Reference Documents and Forms	
Document Type	Document Title
Policy	DMASWA Mission Statement and Guiding Principles
Policy	Environmental Policy 1.0
Rule	567 IAC 111 – Annual Reports of Solid Waste Environmental Management Systems
Record	Master Legal and Other List 3.1

### 9.0 Revision History

Revision History			
Rev	Description of Change	Author	Effective Date
0	Initial creation due to EMS establishment; EMS Core Team approved	Goddard	11/15/2009
1	Removed “The secured hardcopy will be identified by an Official Document stamp giving date of distribution.” And “Contact the Document Control Manager or” from the first paragraph; Reviewed by Core Team	Goddard	02/24/2011
2	Revision to replace “Intelix” with “Compliance” in the first paragraph. Add Change History section to procedure; Reviewed by Core Team	Goddard	11/14/2013
3	New format; Clarified the policy statement; Identified responsibilities; Added revision history; Reviewed by Core Team;	Foster	08/19/2015
4	Reviewed by Core Team with no recommended changes	Foster	05/03/2018
5	Modified from a board approved policy to a procedure and assigned the new procedure a new tracking number	Miller	11/20/2019
6	Replaced all applicable references to policy with procedure. Made edits to Sections 5.0, 6.0 & 7.0.	Miller	04/02/2020

### Section 3: Legal & Other



Procedure Number: 3.0 v7	Title: Legal and Other Requirements	Page <b>3</b> of <b>3</b>
Author: KMM	Approval Core Team	Effective Date: 04/01/2022

7	Section 5.0 - Updated terminology and verbiage.	Miller	04/01/2022
---	---	--------	------------