

Iowa County Landfill Environmental Management System (EMS)

Legal and Other Requirements Procedure				
Document Reference	Version	Date	Authorization	Page Count
REIC-LORP	1	05/10/18	Co-EMRs	3

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1 Purpose

- 1.1 Maintaining legal requirements is an integral part of the Environmental Management System (EMS) maintained by the Regional Environmental Improvement Commission (REIC) of Iowa County. Operations are subject to federal, state, and local laws and regulations, which must be considered in the development and implementation of an environmental management system.

2 Scope

- 2.1 This procedure applies to the process of maintaining a list of laws, regulations, other requirements and applicable deadlines established at the federal, state, and local level that apply to the operations of the Regional Environmental Improvement Commission (REIC) of Iowa County facilities.

3 Responsibility

- 3.1 The Interim Director, contract engineer, and contract planner are responsible for maintaining legal and other requirements.

4 Procedure

- 4.1 The Interim Director is responsible for tracking laws, regulations, other requirements, and applicable deadlines for landfill operations on an annual basis. A variety of techniques and information sources will be used to regularly track, identify, and evaluate applicable laws and regulations. These include, but are not limited to:

- United States Code of Federal Regulations (CFR), Iowa Code, Iowa County Code of Ordinances, and local municipal code
- Contract engineer, planner, and attorney
- Communication with federal, state and local regulatory agencies and authorities

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- Information provided by trade associations and membership organizations like the Iowa Society of Solid Waste Operators (ISOSWO) and Iowa Recycling Association (IRA)
- 4.4 As necessary, resources like consultants and attorneys may be used to assist in tracking and evaluating applicable laws and regulations or developing programs in response to applicable laws and regulations. When other resources are necessary, the Interim Director is responsible for coordinating the process and including appropriate staff and/or Commission members.
 - 4.5 The Interim Director is responsible for communicating information regarding applicable laws and regulations to appropriate staff and Commission members. The determination of which staff must be informed and the method for providing the information is at the discretion of the Interim Director.
 - 4.6 The Interim Director is responsible for compiling and maintaining a hard copy, electronic file, and/or link to online documentation of environmental laws, regulations, other requirements, and applicable deadlines. The type and location of documentation will be at the discretion of the Interim Director and included in the Legal and Other Requirements document or Master Calendar document with applicable deadlines.
 - 4.7 If site audits or management reviews indicate additional laws and regulations that must be tracked and evaluated, the Interim Director is responsible for adding to the Legal and Other Requirements document.
 - 4.8 The Interim Director will coordinate necessary changes with the contract planner when additional laws and regulations and/or industry standards impact the functions of the Environmental Management System (EMS).

5 References

- 5.1 Iowa Administrative Code 567-111.6(4)
- 5.2 Environmental Management Representative (EMR) and Core Team Information
- 5.3 Legal and Other Requirements Documentation

6 Review and Revision Record

- 6.1 The Legal and Other Requirements Procedure be reviewed by the Core Team in January on an annual basis, unless other circumstances like audits or changes in management require review and/or revision of the procedure.

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Review and Revision Record				
Document	Version	Date	Review	Revision
REIC -LORP	1	2/7/19	Co-EMR (Presto)	No revision
REIC -LORP	1	1/23/2020	Co-EMR (Presto)	No revision
REIC -LORP	1	1/11/2021	Co-EMR (Presto)	No revision
REIC -LORP	2	1/13/2021	Co-EMR (Presto)	Upon internal audit recommendation, references to applicable deadlines and the Master Calendar document were added to the procedure.
REIC -LORP	2	1/14/2022	Co-EMR (Presto)	No revision