



Verification	Originator	Approved	Issued
Initials	MA	ST	ST
Date	09262014	12/15/2014	12/15/2014

Title: COFL-GTL-EP-4.3.2-1 Legal & Other Requirements Procedure

<b>Person responsible:</b>	<b>Water and Wastewater Treatment Manager</b>		
<b>Area of application:</b>	George T. Lohmeyer Wastewater Treatment Plant (GTL)		
<b>Document location:</b>	www.fortlauderdale.gov/ESMS		
<b>Revisions</b>			
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>	
001	8/7/15	Minor corrections to document.	
002	7/19/16	Minor updates to document	
<b>Recurring action items</b>			
<b>Activity</b>	<b>Responsibility</b>	<b>Frequency</b>	
1. Review the master list of regulations and standards to ensure it is up to date and accurate. Edit list as necessary.	GTL Team	Annually	
2. Evaluate new regulations and standards against the criteria. No action is necessary if there has not been a revision to list.	GTL Team and Environmental Services Manager	Annually	
3. Perform Legal & Other Requirements Annual Review Maintenance.	GTL Team	Annually	

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### 1.0 Purpose

**1.1 Introduction** – The City of Fort Lauderdale recognizes the impact that its activities may have on the local, national and global environment and it is the City’s goal to minimize those effects through a comprehensive Environmental & Sustainability Management System (ESMS).

**1.1.1 Purpose** - The purpose of this procedure is to ensure that legal & other requirements associated with the environmental aspects of the City’s activities, products and services are identified and to ensure the Water and Wastewater Treatment Manager maintains access to these requirements.

### 2.0 Scope

**2.1 Scope** – This procedure conforms to the ISO 14001:2004 standard, section 4.2.2 *Legal and Other Requirements* and covers operations of GTL, including employee and contractors. Legal and other requirements include municipal, state, and federal environmental legislation and regulations that the City is legally obligated to comply with and any environmentally related operating permits, licenses, and certificates of approval. Legal and other requirements also includes the environmental requirements that the City has pledged to comply with through associations, memberships, and volunteer pledges. This procedure supersedes and any previous procedures, policies, guidelines, memorandum, matrices etc.

### 3.0 Responsibility

3.1 The Water and Wastewater Treatment Manager, Environmental Services Manager and GTL Team are responsible for:

- 3.1.1 Ensuring legal and other requirements that affect each department and division operating at the GTL are identified;
- 3.1.2 Maintaining access to these requirements;
- 3.1.3 Maintaining the ESMS document **COFL-GTL-ED 4.3.2-2 Legal & Other Requirements Matrix** in the ESMS;
- 3.1.4 Disseminating these requirements to the respective departments and divisions;
- 3.1.5 Staying abreast of changes in these requirements and identifying new requirements;
- 3.1.6 Evaluating physical and/or operational changes at GTL to determine if new requirements are triggered;
- 3.1.7 Determining how the legal and other requirements apply to GTL’s environmental aspects; and
- 3.1.8 Communicating to persons working for or on behalf of GTL including contractors whose responsibilities and actions can affect compliance requirements for GTL.

3.2 The Regional Wastewater Facility Manager is responsible for:



- 3.2.1 Communicating proposed physical and/or operational changes to the Water and Wastewater Treatment Manager who shall inform the ESMS Core Team;
- 3.2.2 Refraining from making physical and/or operational changes that may significantly affect the environment, including the installation and use of stationary or portable equipment, prior to approval by the Water and Wastewater Treatment Manager who shall inform the ESMS Core Team; and
- 3.2.3 Communicating relevant environmental aspects of department operations or services to the Water and Wastewater Treatment Manager who shall inform the ESMS Core Team.

## 4.0 Definitions

- 4.1 Refer to **COFL-GTL-EP-4.4.4-2 ESMS Related Definitions Procedure**

## 5.0 Process

- 5.1 The ESMS Core Team, Environmental Services Manager and the Water and Wastewater Treatment Manager will evaluate the legal and other requirements during the review of environmental aspects annually. Refer to the environmental aspects documentation: **COFL-GTL-EP 4.3.1-1 Environmental Aspects Procedure** and **COFL-GTL-EP 4.3.1-2 Environmental Aspects Matrix**.
- 5.2 The Water and Wastewater Treatment Manager and the ESMS Core Team will review the current list of environmental aspects for GTL. From this list, the Water and Wastewater Treatment Manager, Environmental Services Manager and GTL Team will develop a list of legal & other requirements that apply to GTL. The current list of legal & other requirements that apply to GTL is maintained in **COFL-GTL-ED 4.3.2-2 Legal & Other Requirements Matrix**.
- 5.3 The Water and Wastewater Treatment Manager, Environmental Services Manager and GTL Team will obtain updates as promulgated by regulatory agencies on pertinent environmental regulations. This is accomplished through multimedia, internet accessibility, attending meetings, training, or by periodic written request for updated information from regulatory agencies. The Water and Wastewater Treatment Manager, Environmental Services Manager and GTL Team will stay abreast of legal and other requirements by:
  - 5.3.1 Maintaining access to Federal Regulations applicable to GTL;
  - 5.3.2 Searching, book marking and linking to internet accessible regulatory informational web sites;
  - 5.3.3 Maintaining access to sections of the Florida Administrative Code applicable to GTL;
  - 5.3.4 On an annual basis review the changes to applicable requirements and evaluating their impact on GTL;



- 5.3.5 On an annual basis review, and update where necessary, the list of applicable requirements;
  - 5.3.6 Review and prepare for proposed or changing requirements, so that appropriate action can be taken to maintain compliance.
  - 5.3.7 Review and evaluate the legal report prepared for Southeast Florida Utility Council (SEFLUC).
  - 5.3.8 During the annual review each web link within the evaluation matrix (**COFL-GTL-ED-4.3.2-2 Legal & Other Requirements Matrix**) will be checked to verify applicability and to confirm the latest revisions have been incorporated.
- 5.4 The Water and Wastewater Treatment Manager, Environmental Services Manager and GTL Team stay abreast of proposed physical and/or operational changes at GTL so that additional legal and other requirements are identified and considered prior to the implementation of the changes by:
- 5.4.1 Receiving written notification from the GTL Team of any proposed operational or physical changes;
  - 5.4.2 Conducting a legal and other requirements analysis on any proposed changes;
  - 5.4.3 Providing written authorization to the GTL Team for changes after the analysis has been conducted;
  - 5.4.4 Evaluating new or modified activities, products and services.

## 6.0 References / Related Documents

- 6.1 COFL-GTL-ED 4.3.2-2 Legal & Other Requirements Matrix
- 6.2 COFL-GTL-EP 4.3.1-1 Environmental Aspects Procedure
- 6.3 COFL-GTL-ED 4.3.1-2 Evaluation of Aspects & Impacts Matrix
- 6.4 COFL-GTL-ED-4.3.2-3 Legal & Other Requirements Annual Review