

Joint Base Lewis-McChord (JBLM)		
Procedure: Identification of Legal and Other Requirements		
Document ID: EMS-200		
Document Owner: //// ORIGINAL SIGNED ////	Approval: //// ORIGINAL SIGNED ////	Revision: 7 Revision Date: 12 September 2013
EMS Technical Support	Environmental Division Chief	Original Date: 11 July 2003

PURPOSE

To provide a standard procedure for identifying and communicating legal and other requirements applicable to environmental aspects and impacts associated with JBLM processes, activities and services. Implementation of this procedure will ensure that applicable legal and other requirements are identified for existing and future JBLM processes, activities and services, and that the requirements are communicated to pertinent JBLM organizations and employees.

APPLICABILITY

This procedure applies to JBLM organizations and their subordinate sections.

DEFINITIONS

EMS Management Director — An individual appointed by the Joint Base Commander who, irrespective of other duties, has authority and responsibility for the operation of the JBLM Environmental Management System (EMS).

EMS Coordinator – An individual assigned by the Environmental Division Chief to organize and coordinate the JBLM effort towards maintaining conformance with EMS requirements.

EMS Representative — An individual appointed by a JBLM Organization Chief who, irrespective of other duties, has authority and responsibility for the operation of the organizations Environmental Management System (EMS) responsibilities.

Environmental Division Chief – An individual assigned to the Public Works staff responsible to oversee all JBLM Environmental Programs. The Environmental Division Chief has the responsibility to define processes and procedures for maintaining conformance with ISO 14001 standards.

Environmental Compliance Assessment Team — A team of assessors in the Public Works (PW) Environmental Division (ED) responsible for conducting environmental compliance assessments of organizations on JBLM.

Environmental Operating Permit — A document prepared specifically for an organization that identifies environmental compliance requirements applicable to the organization; its hazardous materials authorized for use; hazardous wastes generated; and other information included or referenced to make the document a single reference document for the organization's

environmental management.

Environmental Operating Permit Coordinator — The person assigned by the Chief, ED to prepare, coordinate for approval, issue, and track Environmental Operating Permits.

Environmental Operating Permit Owner — The supervisor responsible for the organization for which the Permit is prepared. This person may be a military unit commander, division chief, branch chief, or shop foreman.

Environmental Program Manager – An individual in JBLM Environmental Division responsible for managing specific environmental programs and/or plans for media protection and resource conservation including air, groundwater, surface water, soil, cultural resources, pollution prevention, etc.

Legal Requirements — All laws, regulations, permits, contracts, memorandums of agreement and consent orders applicable to JBLM processes, activities, and services.

Other Requirements — Requirements not identified under Legal Requirements, and standard industry practices (e.g. ANSI, ASTM, MILSPECs) to which an organization subscribes.

SUPPORTING DOCUMENTS

<u>Document ID</u>	<u>Title</u>
EMS-100	Environmental Management Manual
EMS-215	Development of Environmental Objectives and Targets
EMS-235	Identification and Incorporation of Legal and Other Requirements in Contracts and Work Instructions.
EMS-240	Document Control
EMS-265	Environmental Records
FL Reg 200-1	FL Regulation 200-1 (Environmental Protection and Enhancement)

PROCESS

Responsible		Action
Environmental Division	1	Maintain a list of the legal and other requirements that are applicable to the JBLM Environmental Program and/or related to the environmental aspects; communicate this list to the JBLM EMS Representatives or designated individual.

Responsible		Action
Environmental Program Manager	1	<p>Monitor legal and other requirements applicable to your program(s) and/or organizational environmental aspects for new requirements and actual or proposed changes. Use pertinent information sources as needed. Information sources include:</p> <p>Internet:</p> <ul style="list-style-type: none"> Regulatory agency WebPages DoD and Army WebPages Web-based environmental information sources Department of Defense and Army information sources on the Internet (e.g. DENIX) <p>Regulatory information services (e.g., BNA)</p> <p>Written notices from regulatory agencies</p>
	2	<p>Written notices from Army agencies (e.g. Army Environmental Center, Installation Management Agency (IMA) – Northwest Region Office, FORSCOM Environmental Office)</p> <p>Communications with regulatory agencies</p> <p>Communications with Army agencies</p> <p>Other:</p> <ul style="list-style-type: none"> Professional seminars and conferences Professional publications News media
	3	<p>When required, perform an applicability determination for the new law/regulation or change.</p>
	4	<p>As appropriate, consult with the Office of the JBLM SJA to obtain a legal opinion or interpretation.</p>
	5	<p>Notify the following of any pertinent new requirements and actual or proposed changes within the legal and other requirements for your program(s):</p> <ul style="list-style-type: none"> • Chief Environmental Division • JBLM EMS Coordinator • Organization EMS Management Representative • Affected organizational positions <p><i>Note: Notification will be by email unless the recipient has no email access. Notification will use the format at Appendix I.</i></p>

Organization EMS Management Rep or Designated Individual	1	Review the list of legal and other requirements annually and monitor the Monthly Environmental Regulation Alert for impact to organizational activities with potential impact to environmental aspects.
	2	Communicate applicable changes to the organization.
	3	Provide information/ changes in legal and other requirements unique to the organization to the applicable JBLM Environmental Program Manager.
Chief, ED	1	Prepare and disseminate the Monthly Environmental Regulation Alert Summary (MERAS) by email and make available on Sharepoint to all applicable Joint Base Organizations.
		End of Activity

DOCUMENT REVISION HISTORY

Original Document Issue Date: 11 July 2003		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	16 February 2005	Added entries to Supporting Documents. Included a requirement that organizational environmental aspects will be considered when identifying applicable legal and other requirements to which the organization subscribes.
2	22 June 2007	Updated Owner, Approval Authority and Current copy location.
3	16 September 2010	Updated EMS Director, installation and program name changes. Changed requirements to reflect a centralized EMS and removed references to individual organization EMSs.
4	21 October 2010	Changed approval authority for EMS Tier 2 documents to ED Chief.
5	18 March 2011	Updated definitions
6	28 May 2013	Changed references from Garrison to Joint Base.
7	12 September 2013	Clarified requirement for maintaining listing of environmental requirements and EMS representatives duties.

The following format will be used to provide notification of new or changed legal and other requirements:

SUBJECT: REGULATORY ALERT

1. Law or Regulatory Citation:
 - a. Type: (New or Change)
 - b. Effective Compliance Date:
2. Summary of Changes or New Requirements:
3. Known or Potential Impacts to JBLM or its Sub-installations:
4. Affected Organizations or Facilities:
5. Affected Organizational Environmental Aspect:
6. Implementation:
 - a. Method:
 - b. Status:
7. Comments:
8. JBLM POC:

Name / Title:

Phone # / Fax #:

Email Address: