



Albemarle County Public Schools

Subject:
Legal and Other Requirements

Document No.: EMS-03	Issue Date: 5/23/2013	Expiration Date: 5/23/2014	Last Revised: 3/24/2009	Page: 1 of 3	Prepared By: LCS	Approved By: JPL, JT, JD, GS
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1.0 PURPOSE

The purpose of this procedure is to establish the method by which Albemarle County Public Schools reviews, remains aware of, and ensures access to all applicable legal and “other” requirements that are related to the identified environmental aspects.

2.0 SCOPE

This procedure addresses the legal and other requirements to which Albemarle County Public Schools is subject, that are applicable to the environmental aspects of Albemarle County Public Schools’ EMS, including, but not limited to:

2.1 Federal Requirements:

- United States Environmental Protection Agency (USEPA) regulations
- United States Department of Transportation (DOT) regulations
- Uniform Fire Code (UFC)
- Occupational Safety and Health Administration (OSHA) regulations

2.2 State Requirements:

- Virginia Department of Environmental Quality (VDEQ) regulations
- Virginia Department of Health (VDH) regulations
- Virginia Department of Agriculture and Consumer Services (VDACS) regulations
- Virginia Department of Labor and Industry (DOLI), Virginia Occupational Safety and Health (VOSH) Program regulations
- Virginia Department of Education (VDOE) requirements

2.3 Local Requirements:

- County of Albemarle Ordinances

2.4 Albemarle County Public Schools Requirements:

- Albemarle County School Board Policies, regulations and administrative procedures



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3.0 DEFINITIONS

Regulations -- The set of rules and legal requirements that apply to the environmental aspects of Albemarle County Public Schools' EMS.

Other Requirements -- Rules and guidelines to which Albemarle County Public Schools subscribes, but which are not legally binding under existing laws. Other requirements may include voluntary initiatives to which Albemarle County Public Schools is committed (e.g., Best Management Practices or guidelines).


4.0 RESPONSIBILITY

4.1 The Environmental Compliance Manager shall:

- Identify, track, and maintain access to legal and other requirements related to the environmental aspects identified in the Albemarle County Public Schools' EMS.
- Ensure that all identified potential legal and other requirements related to the environmental aspects of the County Schools' EMS are communicated to and understood by the appropriate Albemarle County Public Schools' staff via the use of memos, emails, meetings, and other compliance mechanisms, as needed.
- Consult with the EMS Core Team, Steering Committee and Albemarle County Attorney's Office to review all applicable legal and other requirements, as needed, on an ongoing basis.

4.2 Knowledgeable staff within various Departments of the County Schools shall:

- Work with the Environmental Compliance Manager and the EMS Core Team to evaluate operations and activities, as needed.
- Inform the Environmental Compliance Manager when any new activities or operations will be initiated or evaluated.

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5.0 PROCEDURE

5.1 Determining Legal and Other Requirements

- The Environmental Compliance Manager will use a variety of methods and information sources to regularly track, identify, and evaluate applicable laws and regulations. This will include periodic reviews of regulatory documents, both hard copy and on the Internet, and subscriptions sent to e-mail that include pertinent regulatory updates.
 - The first appendix to this procedure (A1-EMS-03) lists sources of legal and other requirements. The information in this appendix shall be used as a reference for applicable requirements.

5.2 The Environmental Compliance Manager and EMS Steering Committee will consult with the Albemarle County Attorney's Office as needed, as part of the on-going compliance effort.

6.0 RELATED DOCUMENTS

- 6.1 ISO 14001:2004(E), Section 4.3.2, Legal and Other Requirements
- 6.2 A1-EMS-03, Sources of Legal and Other Requirements