

Environmental Management Procedure (EMP) 4.3.2

Subject: Legal and Other Requirements

1. Purpose and Policy:
 - A. Purpose: This EMP establishes the procedures to implement policy for assuring appropriate personnel are aware of all legal and other regulatory requirements that are applicable to the environmental aspects of the installation's activities, products, and services.
 - B. Policy: The Installation will identify all legal and other requirements associated with federal, state, and applicable local laws, will have appropriate personnel aware and competent of these legal requirements, and continuously monitor for changes and new requirements that would affect operations and mission activities.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>
3. References:
 - A. AFI 32-7001 and JBLE-I 32-101, Environmental Management
 - B. EMP Dictionary
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Environmental Legal and Other Requirements Procedures.
 - A. CFT, the Environmental Law Attorney, and CED/CEIE Environmental Program Managers (EPMs), are responsible for reviewing legal and other requirements related to their specific program areas and for informing affected parties, including contractors.
 - B. CED/CEIE EPMs will obtain and review all legal documents, permits and other requirements pertinent within their area of responsibility. This may be accomplished by accessing the internet, subscribing to free email notification services, attending periodic training, reading trade or technical journals and environmental newsletters, consulting with other environmental professionals, hiring consultants, or requesting input from the Legal Office. Any of these methods and sources of regulatory information are suitable as long as they provide a high degree of certainty regarding the regulatory implications of each environmental program. Specific sources, means and methods for identifying legal and other requirements may include, but are not limited to the following:
 - (1). Daily Federal Register or Federal Register Summary.
 - (2). Code of Federal Regulations.
 - (3). Defense Environmental Information Exchange Web site.
 - (4). Northern Region Review (newsletter).
 - (5). Bureau of National Affairs database.

- (6). Hazardous Technical Information System bulletins.
- (7). Federal Facilities Environmental Center (<http://www.FedCenter.gov>).
- (8). Correspondence pertaining to enforcement actions, Notices of Violation (NOVs), consent orders, and findings from internal compliance audits.
 - (a). In accordance with the Federal Acquisition Regulation (FAR) or a specific Statement of Work (SOW), contractors will obtain and review legal, regulatory, and other environmental requirements pertinent to their actions on behalf of JBLE-Eustis and comply with same. If, upon review, an environmental permit is required, the contractor is responsible to coordinate with CED/CEIE, apply for and obtain the permit, and provide a copy of the final permit to CED/CEIE.
 - (b). EPMs are responsible for compiling archives of relevant permits, environmental laws, regulations, ordinances, and other requirements applicable to the people, activities, and facilities under their purview.
 - (c). Such information shall be made available for posting on the intranet site pertaining to legislative affairs, as appropriate.
 - (d). EPMs also maintain coordination with their counterparts at higher headquarters for changes in federal, DOD, and Army environmental requirements.
 - (e). The ESOHC Secretary, or his/her designate, will assure that changes in requirements will:
 - C. Be considered to identify potential impact to environmental aspects.
 - D. Be placed on the agenda for consideration at the CFT meetings and Environmental, Safety, and Occupational Health Council (ESOHC) (management review meetings), as appropriate.
 - E. Be communicated to appropriate FTs, as appropriate.
 - F. Assure that EMS documentation is revised, as appropriate.
 - (1). The Environmental Program Managers will assure that existing JBLE-Eustis instructions or documentation, organizational Environmental Operating Certificates and permits are revised to address regulatory or legal requirements, as appropriate. A list of the environmental permits will be maintained on the CED/CEIE share drive (O: drive).
 - (2). The EPMs will maintain copies of applicable legal and other requirements.