



SEMP-04		U.S. Army-Hawaii	
PROCEDURE: Legal and Other Requirements		DATE: 24 June 2010	Page 1 of 4
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

SEMP-04: Legal and Other Requirements

1. Purpose

To ensure a documented process is implemented and maintained in the SEM to identify and maintain applicable legal and other requirements.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.3.2] and Procedure

ISO Requirement	Procedure
<p>The installation shall establish, implement and maintain a procedure(s) to identify and have access to the applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and</p>	<p>U.S. Army-Hawaii maintains access to environmental rules, regulations and requirements through a variety of available resources, including:</p> <ul style="list-style-type: none"> • on-site hard copies of regulations • electronic regulatory update subscriptions • access to federal, state and local regulatory program requirements via the world wide web <p>The Environmental Division coordinates the identification and evaluation of applicable legal and other requirements with the installation Staff Judge Advocate office, the Installation Management Command (IMCOM) Pacific Region and the Army Environmental Command (AEC).</p> <p>The primary sources of environmental requirements are the Code of Federal Regulations (CFR) and Hawaii Administrative Rules (HAR). Additional legal and other requirements are defined by Federal laws, Army Regulations, DoD Directives, and Executive Orders.</p> <p>The SEMP-04 Inventory of Legal and Other Requirements is maintained on the Environmental Division shared drive. New requirements are added to the inventory as they become available.</p>

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<p>to determine how these requirements apply to its environmental aspects.</p>	<p>The Environmental Division in coordination with activities and process owners ensure that legal and other requirements are applied to related environmental aspects.</p> <p>Each Environmental Division Program Manager is responsible for reviewing the legal and other requirements pertaining to their specific program areas and for informing affected units/organizations (including tenants, contractors, and the SEMPM) of their responsibilities and the specific procedure for conforming to applicable regulations.</p> <p>Environmental review of planned U.S. Army-Hawaii projects occurs before the project is executed as part of the Record of Environmental Consideration (REC) and Preconstruction Environmental Surveys (PES) process. Pertinent environmental regulatory requirements are incorporated in the project or contract specifications as applicable.</p> <p>Action-oriented requirements associated with installation environmental permits and other applicable regulatory drivers (e.g., monitoring events, reports, inspections, etc.) are tracked in the Environmental Management Information System (EMIS) and/or individually by each Program Manager as part of their internal management calendar.</p>
<p>The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its environmental management system.</p>	<p>The Environmental Division ensures all applicable legal and other requirements are taken into account when implementing and maintaining the installation SEM.</p> <p>The Environmental Division staff monitors available regulation media resources (e.g., hard copies of regulations, subscriptions, and regulations available online) on a regular basis to ensure that new and emerging requirements are identified in a timely manner and incorporated into the SEM.</p>

4. Responsibilities

Responsible Party	Responsibilities
Installation Management Command (IMCOM) and Army Environmental Command (AEC)	<ul style="list-style-type: none"> • Provides technical and / or funding support to assist meeting the U.S. Army-Hawaii's legal and other environmental requirements. • Provides information on new and /or revised laws, regulations, and other environmental requirements to the IEDC and installation environmental staff.
Garrison Commander (GC)/ Sustainable	<ul style="list-style-type: none"> • Ensures appropriate Command emphasis and resources are allocated to meet and maintain compliance with the installation's legal and other

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Environmental Management Representative(SEMR)	environmental requirements.
Staff Judge Advocate	<ul style="list-style-type: none"> • Advises the GC, IEDC and environmental staff on legal matters affecting the installation's environmental responsibilities and the SEM.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Provides information on new and /or revised laws, regulations, and other environmental requirements affecting the installation to the GC and senior staff as appropriate. • Determines how U.S. Army-Hawaii's environmental requirements apply to its environmental aspects and ensures that the legal requirements are taken into account in establishing and maintaining the SEM. • Consults with the installation Staff Judge Advocate, as appropriate regarding legal questions and irresolvable issues.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Monitors U.S. Army-Hawaii's SEM to ensure that it meets the ISO 14001:2004 standard and Army Regulation (AR) 200-1. • Coordinates with the Environmental Division Program Managers to ensure revised or new requirements affecting aspects and/or environmental media areas are updated in the inventory of legal requirements. • Communicates legal and other environmental requirements to installation personnel who need the knowledge to ensure operations are planned and executed in compliance with the SEM requirements.
Environmental Division Staff	<ul style="list-style-type: none"> • Each Environmental Division Program Manager is responsible for reviewing the legal and other requirements pertaining to their specific program areas and for informing affected units/organizations (including tenants, contractors) of their responsibilities and the specific procedure for complying with applicable regulations. • During internal audits, inspections or other reviews of the SEM program, Environmental Division Program Managers will ensure that all applicable legal requirements are being met or addressed. • Maintains, renews and monitors facility environmental permits issued by regulatory agencies.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Communicate and enforce compliance with relevant legal and other requirements within their respective unit/organization. • Review the successes or failures of meeting regulatory requirements within their respective unit/organization and implement corrective actions.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Communicate and enforce compliance with relevant legal and other requirements within their respective unit/organization.

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	<ul style="list-style-type: none"> Review the successes or failures of meeting regulatory requirements within their respective unit/organization and implement corrective actions.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> Communicate and enforce compliance with relevant legal and other requirements within their respective unit/organization. Review the successes or failures of meeting regulatory requirements within their respective unit/organization and implement corrective actions as necessary.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> Responsible for knowing and abiding by the legal and other requirements applicable to their facility. Communicate the applicable legal and other requirements to facility personnel. Communicate any successes or challenges in complying with applicable regulatory requirements to their Supervisors, CFT representatives or the Environmental Division.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> Responsible for knowing and abiding by applicable legal and other requirements affecting their work practices. Communicate any successes or challenges in complying with applicable regulatory requirements to their Supervisors, CFT representatives, ECOs or the Environmental Division.
Contractors	<ul style="list-style-type: none"> Responsible for knowing and abiding by applicable legal and other requirements pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts.

5. References

- ISO 14001:2004(E), 4.3.2 Legal and Other Requirements
- U.S. Army-Hawaii SEM Manual
- SEMP-04: Inventory of Legal and Other Requirements
- SEMPs 10 & 16: Inventory of Documents and Records

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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