

Metro Wastewater Reclamation District  
Environmental Management System for Biosolids

**Element 4: Legal and Other Requirements – Background**

Revision: 08	Revision Date: 07/30/09	Approved By:
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**BACKGROUND**

This element ensures that the Metro District is operating in compliance with all applicable legal and other requirements by identifying the process for tracking and updating applicable and voluntary requirements.

The District has established implemented, and currently maintains documented procedures for identifying and tracking federal and state statutory and regulatory requirements applicable to its current biosolids management activities. These procedures are part of the District's biosolids management planning and implementation processes. Pursuant to changes in statutory or regulatory requirements, the District will regularly update its biosolids management activities and associated procedures, including necessary employee training, to ensure compliance.

The District will monitor and respond to possible future needs to comply with more stringent regulatory requirements regarding its biosolids management activities.

The District's Environmental Services (ES) Department manages the intergovernmental, regulatory compliance, and public information/education programs, including connector and service contract administration, general regulatory compliance, industrial waste control, and analytical services.

Current applicable federal and state regulations as well as Metro and other requirements that the District voluntarily complies with are located in the library system in the District's Records Management. These documents are available for review upon request.

Contractors are limited to construction-related and facilities maintenance activities for the District's infrastructure, Robert W. Hite Treatment Facility (RWHTF) and the METROGRO Farm facilities. To minimize any negative impacts to the high quality of biosolids produced by the District, a Project Impact Checklist procedure is followed by project initiators and Department Project Managers and includes a review and signoff by the EMS Coordinator. Engineering Project Managers will be responsible for overseeing construction activities to ensure that environmental issues are handled responsibly. Contractors are required to comply with the same regulations the District is required to comply with such as Department of Transportation, federal and state regulations related to biosolids.

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**PURPOSE**

To describe the systematic processes used by the Metro District to track applicable legal, regulatory and other requirements affecting biosolids production, transportation, disposal, and recycling.

**SCOPE**

To track changes in applicable legal and other requirements that have been voluntarily adopted by the District that affect biosolids production, transportation, disposal, and recycling.

**REFERENCES**

- LEG 07, Laws & Legislation, Legal Requirement Binders (Federal, State, Local, Metro District, and Other)

**DEFINITIONS**

**Legal Requirements** – the federal and state laws and regulations, permits, Metro District Service Contracts and executed compliance agreements applicable to the District’s biosolids management program activities.

**Other Requirements** – local laws and regulations, other biosolids management practices and environmental requirements that the District voluntarily participates in as part of its environmental management system.

**RESPONSIBLE PERSONS**

- EMS Coordinator
- Regulatory Compliance Officer
- Regulatory Compliance Specialist
- RR&R Specialists
- Records Management Specialist II
- Industrial Waste Supervisor
- Employee Development & Compensation Administrator
- Department Heads

**RELATED TRAINING**

For related training, please refer to Element #8 of this manual.

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**PROCEDURAL STEPS**

1. The ES Regulatory Compliance Specialist, the RR&R Specialist, and other designated staff from each department will actively track, on a daily basis, information sources for any potential or actual changes that could affect the District's biosolids management activities. Information sources include, but are not limited to **Federal Register** notices, **U.S. Environmental Protections Agency (EPA)** notices, the **EPA Region 8 Biosolids** homepage, the **EPA Office of Wastewater Management Biosolids** homepage, the **National Biosolids Partnership (NBP)** website, **Colorado Department of Public Health and Environment (CDPH&E)**, **Water Environmental Federation (WEF)**, **National Association of Clean Water Agencies (NACWA)** and other compliance newsletters.
2. The ES Regulatory Compliance Specialist, RR&R Specialist, and other designated staff from each department will communicate any changes potentially affecting biosolids management activities legal and/or other requirements to appropriate District staff in a timely manner. Communications may be formal, e.g., through written memoranda, or informal, e.g., verbal or email notification.
3. The ES Regulatory Compliance Specialist, RR&R Specialist, and other designated staff from each department will keep in-house copies of legal and regulatory information current and up-to-date in the appropriate Legal and Other Requirements binders. Requirements are tracked using the Event Notification System, and other sources as appropriate.
4. The Regulatory Compliance Officer will communicate with appropriate District department staff (employees who have Key Responsibilities as being responsible for changes in regulatory requirements) as needed and coordinate any operational changes needed to comply with new or modified, legal or other requirements that affect the District biosolids management activities. Appropriate District staff will revise SOPs associated with changes.
5. The Regulatory Compliance Officer will communicate to the Engineering Department the regulatory requirements that will result in a capital improvement project such as new process, modifications to existing process, and new facilities related to the biosolids management activities. Appropriate staff will create SOPs associated with the capital improvement project.
6. The Regulatory Compliance Specialist, RR&R Specialist, and other designated RR&R staff will advise the Employee Development & Compensation Administrator who will initiate any necessary training of staff, when required by new or modified, legal or other requirements that affect the District's biosolids management activities.
7. The Regulatory Compliance Specialist, Industrial Waste Supervisor, RR&R Specialist, and/or other designated RR&R staff will notify the EMS Coordinator of any new or modified, legal or other requirements that affect the District's biosolids management activities.

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8. To ensure the Legal Requirement Binders identified in the Reference Section of this procedure are current, the Regulatory Compliance Specialist and Records Management Specialist II will review the binders annually for correctness and completeness. A tracking log in each binder will demonstrate the annual review was completed.