

## Process Document: Environmental Management System - Legal and Other Requirements



Proprietary & Confidential

Date: 8/27/18

Rev. Level: 3.0


Document Number:  
EMS-PD-0002

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1. **Purpose:** The purpose of this process is to establish and maintain procedures to identify and have access to legal and other requirements to which the organization may subscribe that are applicable to the environmental aspects of its activities, products or services in order to maintain compliance with these requirements.
2. **Scope:** This instruction applies to all of Spartan Motors USA, Inc.
3. **Procedure/Instruction:**
  - 3.1. Spartan operates all facilities under the terms and conditions set forth by all state and regulatory agencies.
  - 3.2. Spartan will communicate all legal and regulatory requirements to affected organization personnel or those acting on its behalf (i.e. those who function as de facto employees). Information about applicable legal requirements shall be used to plan, develop, and implement ongoing routine evaluation of compliance, consistent with the EMS manual, to ensure that the organization's activities conform to those requirements.
  - 3.3. Environmental, Health & Safety (EHS) will identify and obtain information about changes and proposed changes in legal requirements, and incorporate those changes into the EMS.
  - 3.4. EHS will communicate with regulatory agencies regarding environmental legal requirements and regulatory compliance as needed.
  - 3.5. To stay abreast of changes in permitting and regulations, EHS monitors federal and state regulatory changes. EHS will maintain the listing of environmental related regulatory and other requirements per Standard/Reference: Regulatory Requirements. Record-keeping requirements will be maintained using the Record Retention Matrix.
  - 3.6. EHS is responsible for handling issues related to permitting, reporting and inspection requirements.
  - 3.7. Any inquiries regarding regulatory or permit requirements should be directed to EHS. Environmental requirements are kept on file and may be reviewed upon request.
  - 3.8. Records are kept electronically in the Record Retention Matrix on the Sparnet SBS site.
4. **Definitions:** N/A

**This is an electronically controlled and issued document; hard copies should be verified for revision.**

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**5. Related Documents:**

- 5.1. [EMS-SR-0020 Standard/Reference: Regulatory Requirements](#)
- 5.2. [EHS-FR-0009 Significant Aspect Planning Summary Sheets](#)
- 5.3. [EHS-PD-0011 Recycling Process](#)
- 5.4. [EHS-PD-0013 Hazardous Material Spill Clean Up](#)
- 5.5. [EHS-PD-0014 Completing the Significant Aspect Planning Summary Sheets](#)
- 5.6. [EHS-PD-0015 Manifested Waste Shipment Log](#)
- 5.7. [EHS-PD-0016 MAERS Report Completion](#)
- 5.8. [EHS-PD-0017 Paint Tracking Database Data Entry](#)
- 5.9. [EHS-SR-0005 Hazardous Materials Cleanup Members](#)
- 5.10. [EMS-PD-0006 Environmental Management System - Communications](#)
- 5.11. [MFG-WI-0017 Paint Hazardous Waste Recycling and Disposal](#)
- 5.12. [REC-PD-0001 SBS Record Retention](#)
- 5.13. [REC-SR-0003 Record Retention Matrix](#)
- 5.14. [MFE-FR-0002 Plant 8 Paint and Solvent Waste Recycling](#)

**6. Records: N/A**

**7. Process Flow: N/A**

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