**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**For Task 2: This part of the Navigator Playbook is completed when you have:**

1. **Identified and recorded the interested parties relevant to your organization’s energy performance and EnMS using the Worksheet or similar document.**
2. **Determined the needs and expectations of these interested parties as they relate to your organization’s EnMS.**
3. **Identified the applicable legal and other requirements related to energy.**
4. **Assigned responsibilities and establish a frequency for reviewing and updating the completed matrix.**
5. **Implemented a process to periodically evaluate compliance with the identified requirements.**
6. Identify interested parties and
7. Determine their needs and expectations

|  |  |  |
| --- | --- | --- |
| **Interested Party** | **How Relevant to EnMS?** | **Needs/****expectations** |
| City Council | High | Don’t want an increase in budget |
| Facility Management | High | Want to save energy and money while still meeting water quality requirements |
| Municipal Customers | Low | Expect clean water at a reasonable price |
| State Water Quality Agency | Low | Expect facility to meet or exceed all required water quality measures |
| Utility Providers | High | Expect relatively consistent energy consumption |

1. Identify legal and other requirements

|  |  |  |
| --- | --- | --- |
| Requirement | Issue date | Relation to energy and EnMS |
| Water Quality | 01/01/2020 | EnMS can help track relevant variables and ensure water quality guidelines are always met or exceeded. |
| State & Federal Building Codes | 01/01/2018 | Any facility alterations prompted by EnMS must abide by applicable building codes |
| ISO 50001:2018 – Requirements for Energy Management | 2018 Requirements | Requirements for the establishment and execution of our Energy Management System |
| Clean Water Act-NPDES | Since 1972 | Identify if permit parameters affect the way energy is used or consumed in order to meet effluent limits.  |

|  |  |  |
| --- | --- | --- |
| Clean Air Act-Title V permit | Since 1977 | Operating permits for Anaerobic Digesters that could affect energy use, consumption and/or energy performance at the site. |

|  |  |  |
| --- | --- | --- |
| [x]  | We have committed to meeting all of the above requirements | Confirmed. |

1. Assign responsibilities and establish frequency for reviewing and updating the interested parties and legal requirements tables

|  |  |  |
| --- | --- | --- |
| [x]  | We have established a process for evaluating and updating requirements | Confirmed. |
| [x]  | We have established a schedule and assigned responsibilities | Quarterly review and update |
| [x]  | We have a system to ensure records of results are maintained | Shared facility Google Drive Folder |
| [x]  | Who is responsible? | John Doe |

1. Implement a process to evaluate compliance with the identified legal requirements

|  |  |  |
| --- | --- | --- |
| [x]  | We have established process for evaluating compliance | Confirmed. |
| [x]  | We have assigned evaluation and compliance roles and responsibilities | Confirmed. |
| [x]  | Date legal requirements were last reviewed: | 1/1/20 |
| [x]  | Who reviewed: | Jane Doe |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| [x]  | Date approved: | 8/1/20 |
| [x]  | Who approved: | Jim Doe |

Comments

Click here to enter text.