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**1.0 Purpose**

1.1 The purpose of this procedure is to establish a system to inform the regulators and *YOUR COMPANY* top management of environmental alerts that have the potential of non-compliances with regulatory and other requirements.

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**2.0 Scope**

2.1 This procedure applies to the activities or conditions in the plants or offices of the company that have the potential to result in a violation of legal and other requirements.

2.2 *Activities or conditions in the plants or offices (of the paper mill) that have the potential to result in a violation of regulatory requirements and include but may not be limited to:*

- *Any potential failure of equipment*
- *Any discharge of process effluent or chemicals to storm sewers*
- *Any situation that could result in discharge or overflow of chemicals, oil effluent, etc which have the potential of by-passing the effluent treatment system*
- *Failure or bypass of air pollution control equipment which could lead to permit failure*

2.3 Other activities or conditions in the (paper mill wood yard) operations that have the potential to result in a violation of regulatory requirements include but may not be limited to:

- Trespass
- Not following applicable access and water crossing environmental guidelines

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**3.0 Responsibility**

3.1 Through the activities described in this procedure and with support from the Management Team the *ISO management rep* is responsible to coordinate the environmental alerts as a check and balance for compliance to legal requirements.

3.2 The supporting roles and responsibilities of personnel involved in environmental alerts are further detailed in this instruction and in referenced procedures listed at paragraph 7 below.

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**4.0 Definitions**

4.1 None

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**5.0 Procedure**

5.1 All employees have three basic responsibilities:

- Recognize the environmental alert problem
- Correct the problem, if possible, and report it to a supervisor
- If you cannot correct it, contact the area supervisor who will take proper corrective action.

- 5.2 When contacted by an employee regarding an environmental alert problem, the supervisor will:
- Assess the problem
  - Take the appropriate corrective action
  - If the supervisor cannot determine the appropriate action that should be undertaken, he/she must discuss it with, (in order of priority):
    - *Department head*
    - *Environmental department (ISO Rep) or other services (forestry group) as appropriate*

5.3 Once the situation has been addressed, the supervisor records all details including date, time, names of people involved, action taken (by whom), etc on the Environmental alert report (EAR), form F-451-001.

5.3.1 The information to be on the report as applicable includes time, place and duration of the incident, the cause if known, and any corrective actions taken.

5.4 The *ISO rep* reports all environmental alerts at the next operations and maintenance meeting. The *wood-yard director* reports all *wood-yard* environmental alerts at the next *wood-yard* operations meeting.

**6.0 Processing and tracking of environmental alert reports (EARs)**

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6.1 The processing and follow up of environmental alert reports (EAR) are co-ordinated by the ISO Rep to ensure the effective resolutions of issues. As described in procedure P-450 for monitoring and measurement, the register for environmental action reports Reg-450 is used to manage the activities associated with the EARs.

6.2 Environmental alert reports, form F-451-001 are retained as environmental records per P-454 Control of records.

**7.0 Related Documents**

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- 7.1 Clause 4.5.1 of ISO 14001 std
- 7.2 P-434 Environmental programs
- 7.3 P-447 Response to & reporting of emergency spills – Manufacturing
- 7.4 WI-447-010 Emergency procedure – Office

**8.0 Documentation**

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- 8.1 Reg-450 Register for environmental action reports,
- 8.2 F-451-001 Environmental alert report - EAR,

**9.0 References**

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9.1 None

**10.0 Revisions**

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Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	

**INSERT COMPANY NAME/LOGO HERE**

**P-451-A  
Environmental Alerts**

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