



BC Timber Sales Environmental Management System
 ENVIRONMENTAL OPERATING PROCEDURE
EMS Incident Reporting and Investigation Flowsheet

Revised: February 2018

EOP - 04

SCOPE/PURPOSE: The scope of this environmental operating procedure (EOP) applies to significant environmental events associated with activities/operations within the scope of BCTS EMS including, harvesting, silviculture, and road construction and planning.
The purpose of this EOP is to outline BCTS staff procedures and responsibilities for EMS incident reporting and investigation.
This EOP is intended to be used in conjunction with CHK-009!

EMS INCIDENT DEFINITIONS AND REPORTING REQUIREMENTS:		Reportable Levels for Spills		
		Substances	BCTS	EMBC
1. Emergency Response Incidents:) <i>Fire:</i> Any uncontrolled fire related to BCTS activities) <i>Spills:</i> Any spill exceeding BCTS reportable levels or any amount spilled into or immediately adjacent to a stream, lake or running water.) <i>Erosion/Landslide Events:</i> Any emergency or potential emergency situation, including; abnormal soil movement or sedimentation creating a significant risk to the environment or public safety, movement or an imminent risk of movement of a volume of material greater than 250 m3, or disturbance through erosion processes of a land area greater than 0.25 ha. 2. Potential Non-Compliance:) In the opinion of the person reporting, legislation and regulation has been violated and there may be an agency investigation to determine fact and possible enforcement action. 3. Significant Non-conformance:) An occurrence or event that has or will likely result in a negative environmental impact and cannot be immediately rectified.) When the EMS program has been severely compromised and or a "Notice to Comply" has been issued at the discretion of local management. This includes repeated non-conformances that may become significant.		Antifreeze	25 litres	25 litres
		Diesel fuel	25 litres	100 litres
		Gasoline (auto & saw)	25 litres	100 litres
		Greases	25 litres	100 litres
		Hydraulic Oil	25 litres	100 litres
		Lubricating Oils	25 litres	100 litres
		Methyl Hydrate	5 litres	5 litres
		Paints & Paint Thinners	25 litres	100 litres
		Solvents	25 litres	100 litres
		Pesticides	1 kg or 1 litre	1 kg or 1 litre
	Explosives	Any	Any	

	PROCEDURE:	RESPONSIBILITY	DATE & INITIALS
Reporting	Review and follow-up any reported or identified EMS incidents as defined above.	Technician	
	Field Tech receives report and reports incident to their supervisor as soon as possible. Complete Part A CHK-009 and enter incident into EMS Issue Tracking System (ITS) within 30 days. Refer to the Certification Module Incident Type and Subtype Definitions.	Technician	
	If Emergency Response Incident , ensure appropriate agencies have been notified and ensure the reporting Licensee / Permittee / Contractor or BCTS staff member has followed the requirements of the eERP such as: initial response action, agency reporting and follow-up.	Technician	
Investigation	Determine if further investigation is necessary from reported information. If a decision is made not to conduct an incident investigation, provide rationale on EMS Incident Report Form Part A CHK-009 and enter rationale into EMS Issue Tracking System (ITS) as an action plan. Rationale must be supported by supervisor or CSO. Incidents that don't have a significant impact on the environment, (i.e. Timber Transport and Marking) or incidents that can be immediately rectified (i.e. industrial waste left on site or a blocked cross drain culvert) don't require root cause investigation but one may be initiated if it is a repeat or chronic issue.	Supervisor	
	Determine who should conduct the investigation based on severity of event, risk and consequence.) Level 1: Includes most reported EMS incidents, investigation usually conducted by BCTS staff that are administering and or supervising the applicable project.) Level 2: This type of investigation is more complex requiring additional time, experienced personnel, knowledge, or resources to complete, and may involve BCTS staff and/or external experts. Usually associated with incidents when there is a significant impact to environment, social and economic values.	Supervisor	
	Conduct Incident Investigation to determine root cause and assess:) Immediate actions undertaken and proposed to be undertaken to address impacts.) Details of the incident including a timeline, contributing factors and root cause(s).) Adequacy of response measures, including training, equipment capabilities, procedures, etc.) Licensee, Permittee, Contractor, and company conformance to procedures or instructions.) Control of impact, including timeliness of response.	Technician	
	Develop recommendations for corrections and corrective actions and appropriate action plans identifying:) Immediate actions to be undertaken to address impacts.) Additional actions required to address root cause(s).) Responsibilities, timelines, and verification of completion of actions.	Technician	
	Ensure details of investigation are documented in the EMS Issue Tracking System (ITS) and complete Part B of the Incident Report Form CHK-009 and file appropriately.	Technician	
	Review and approve corrective/preventative actions to ensure they address: impacts, root cause(s), responsibility, timelines, verification of completion of the various actions and ensure technician entered related data into the Certification Issue Tracking System (ITS).	Joint Review— Woodlands Manager, Supervisor & Technician	
	Review details of the investigation to ensure data is accurate and appropriately entered into the EMS Issue Tracking System (ITS).	CSO	
Implement corrections and corrective actions , follow-up, update and ensure technician updates and closes ITS and action plans.	Supervisor		