

## 1.0 Purpose

This procedure defines the process for:

- a) Internal environmental communication within the <FACILITY / PLANT NAME>.
- b) External environmental communication between the <FACILITY / PLANT NAME> and external interested parties, such as regulatory authorities and the public/local community groups.

## 2.0 Scope

This procedure applies to internal and external communications related to the EMS activities for <COMPANY NAME>.

## 3.0 Responsibilities

Responsibility for this procedure is assigned to the EMR. Employees and supervisors are responsible for communicating environmental problems and concerns to the EMR.

## 4.0 Forms Used

EF-06A	Communication Log
EF-06B	Meeting Minutes Form

## 5.0 Procedure

### 5.1 Internal Communications.

5.1.1 Internal communications from company employees to EMR, EMST or other management – will be accomplished using email, other written mechanism (memo, etc), phone/voice mail or verbally. Company employees will be made aware of who to direct internal communications to - regarding environmental issues – during the EMS awareness training. Internal communications may include subjects such as:

- Methods of improving environmental performance
- New environmental aspects and impacts
- Poor employee or contractor environmental performance
- Actual or potential non-conformances
- Others

Company employees may make such communications using any of the following:

- Email
- EMS awareness training
- Team meetings and meeting minutes
- Management reviews and meeting minutes

- Notice boards
- Newsletters
- Corrective Action Requests

These communications may be documented using Form EF-06A, one of the items listed above, or other mechanism.

5.1.2 EMS meetings shall have their minutes documented using Form EP-06B or similar

## 5.2 External Communications

5.2.1 Environmental communications from external parties shall be logged onto the Communication Log (EP-06A) by the EMR or designee. The EMR or designee shall direct the communication to the proper party.

5.2.2 HR or designee is responsible for sending current copies of the environmental policy to external interested parties.

5.2.3 The EMR or EC is responsible for responding to other inquiries from external interested parties and regulatory agencies.

5.2.3 Where community concerns relate to an environmental emergency, EP-09 shall be implemented.

5.2.4 <COMPANY NAME> will communicate significant environmental aspects to external, interested parties; unless it breeches proprietary information about processes or products. The methods of external communication will be .....

## 6.0 References

ISO 14001-2004; 4.4.3

## 7.0 Related Procedures


EP-09 Emergency Preparedness and Response

## 8.0 Records

ER-06A      Communication Log  
 ER-06B      Meeting Minutes Form

## 9.0 Revision History

Revision No.	Description of Change	Page #	Date
1	Title Changes	1	1/10/2005

<small>INDUSTRIAL EXTENSION SERVICE</small>  <b>EP-06</b>	<b>Environmental Communication</b>	
	<b>Rev. Date: 10-08-2007</b>	<b>Rev. No. #2</b>
	<b>Origination Date: 01-10-2002</b>	<b>Page 3 of 3</b>

2	Minor Changes	All	10/8/2007
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