

SFI 2015-2019 – Public Summary Report

Domtar Inc. Ontario Forestlands

- **DESCRIPTION OF COMPANY**

Domtar Inc. operates on the Wabigoon and Trout Lake Forests in Northwestern Ontario under Sustainable Forest Licences issued by the Ontario Ministry of Natural Resources under the Crown Forest Sustainability Act (CFSA). These operations supply approximately half of the wood used in its pulp mill facility in Dryden, Ontario. The remaining wood is procured through contractors operating on adjacent public lands subject to the CFSA, an act and supporting regulations consistent with the principles of the SFI standard. Wood may also be procured from Manitoba Provincial lands or potentially northern U.S. states. Incidental wood volumes may also come from private land within the region. The company SFI representative is Dianne Loewen.

- **AUDIT**

During the period of September 12 - 14, 2016 Domtar Inc. underwent a 12 month surveillance audit to the Sustainable Forestry Initiative® (SFI®) 2015-2019 Forest Management (FM) Standard and the SFI 2015-2019 Fiber Sourcing (FS) Standard.

The registration cycle is over three years with surveillance audits conducted annually. The audit assessed active and/or completed harvest and silviculture operations through interviews with the company staff and contractors and field observations. The audit also assessed the SFI documentation and records at the company's office including stakeholder and First Nations communication.

The SFI program third-party audit was undertaken by SAI Global. SAI Global is an independent third party registrar that is accredited by the ANSI-ASQ National Accreditation Board (ANAB) Standard ensuring the integrity and credibility of the audit process.

- **THE AUDIT TEAM**

The SAI Global audit team who performed the audit consisted of Rod Seabrook, audit team leader, and Cindy Hutchison, audit team member. Mr. Seabrook holds a Certified Environmental Professional/Lead Auditor designation with ECO Canada and is an Associate Member of the Ontario Professional Foresters Association. Ms. Hutchison is a Registered Professional Forester.

- **REGISTRATION TYPE**

Certificate Type	SFI 2015-2019 Forest Management Standard	SFI 2015-2019 Fiber Sourcing Standard
Single site	X	X
Multi-site	N/A	N/A
Group	N/A	N/A

- **MULTI-SITE / GROUP EVALUATION**

Not applicable.

SFI 2015-2019 Forest Management Standard

FOREST LAND AND MANGEMENT PLAN INCLUDED IN THE AUDIT SCOPE

- 2008 – 2018 Forest Management Plan for the Wabigoon Forest

SCOPE OF CERTIFICATION

Forest management activities - Planning, harvesting, transportation and silviculture on the Wabigoon & Trout DFA's in Ontario Canada. The SFI 2015-2019 Forest Management Standard meets and exceeds the requirements of the earlier SFI 2010-2014 SFI Standard (Section 2), therefore fiber sold under this certificate counts as 100% SFI and 100% PEFC certified forest content.

AUDIT PROCESS

During this audit, the audit team evaluated the company against the objectives listed in Appendix 3, Table 1. The evidence of compliance observed is listed in Appendix 3, Table 2.

A sample of field review sites were chosen from a list of active sites and sites where forest management activities occurred since the last audit. The site choice also considered activity type, and risk factors, related to the audit objectives selected for review, as well as the opportunity to verify implementation of corrective actions for previous non-conformities.

SUBSTITUTE INDICATORS

No substitute indicators were evaluated during this audit.

COMPLAINTS

No complaints have been received; therefore the complaint handling process could not be verified.

SITES INSPECTED AND ASSESSMENT TIME

Audit Activity	Duration in days
Off-site preparation and on-site office review:	5.25 audit days
Field review:	1 audit day
Sites	Number inspected
Roads	2
Harvesting Blocks	2
Silviculture Sites	3

SUMMARY OF FINDINGS

Definitions for findings can be found in Appendix 1.

Areas of non-conformance

NC#	Type	Performance Measure #	Description	Corrective Action Plans
2016-01	Minor	SFI FM 2.1	Harvested areas on both the Trout Lake Forest and the Wabigoon Forest that are older 5 years have either not been declared for natural regeneration or have not received an artificial regeneration treatment	The data collection analysis is expected to be completed by the contractor before the end of 2016. Once the data has been provided to Domtar, staff will then make the necessary alterations to records. This information will be prepared in a formal report to submit to SFI auditors at the next audit cycle. Field verifications will be completed in the late fall or early winter of 2016. Data collected from these field verifications will be incorporated into the above mentioned report for presentation to the auditors.
2016-02	Minor	SFI FM 2.2	A portion (8.4 ha) of spray block 2544 containing standing mature timber was	Correction/Corrective Action Plan: Domtar

			sprayed with Vision Max herbicide during the 2016 herbicide spray program	forestry staff will be cognizant of utilizing the most up to date and accurate data to ensure that plans are correctly established. For 2017's plan a verification will be completed by another Domtar staff member to ensure accuracy of data. During the audit process the contractor was contacted to verify that the flight path had indeed included a spray of standing timber and this was confirmed. During this conversation the Domtar Silviculture forester explained the stop work procedure and discussed the fact that the pilots should have noted the error. The contractor agreed. Going forward into the next spray season, the Domtar Forester will emphasize the stop work procedure by using this situation as an example for learnings and prevention of future occurrences.
2016-03	Minor	SFI FM 9.1	Requirements for labelling of fuel tanks and provision of serviceable forest fire equipment were not fully followed.	Refresher training will occur with Domtar operations staff, contractors and overlapping license holders to clarify all requirements for fuel tanks and placarding along with other EMS related items. At the upcoming annual contractor training placarding and fuel tank awareness will be a focus area as well as the requirements for fire season including the timing of the season.

Opportunities for improvement

- Consider establishing serviceability criteria for portable fire extinguishers
- Consider methods to improve competition survey practices to ensure that only areas in which regeneration is at significant risk are included for vegetation control.

Exceptional practices

- Awareness of forest sustainability and its meaning among forest workers
- Water crossing installations well done.

Status of previous audit non-compliances

The status of previous audit non-conformances is as follows: NOTE: previous audit conducted in January 2016.

NC#	Type	Performance Measure #	Status (closed/upgraded to major)
2016-01	Minor	FM 9.1	Closed
2016-02	Minor	FM 9.2	Closed
2016-03	Minor	FM 9.1	Closed
2016-04	Minor	FM 11.5	Closed

• **CERTIFICATION DECISION SFI 2015-2019 FOREST MANAGEMENT STANDARD**

Surveillance Audit

Based on the results of this surveillance audit it has been determined that the management system is effectively implemented and meets the requirements relative to the scope of registration and audit criteria. The action plans related to the non-conformances have been reviewed and considered acceptable. Action plans for minor non-conformance will be reviewed at the next surveillance audit. Therefore, a recommendation to maintain the registration is made to SAI Global.

SFI 2015-2019 Fiber Sourcing Standard

- **PROGRAM PARTICIPANT’S FIBER PROCUREMENT AND/OR MANUFACTURING OPERATIONS**
- **SCOPE OF CERTIFICATION**

Sourcing of fiber from Northwestern Ontario, Manitoba and Northern States. The Appendix 1: Rules for Use of SFI Certified Sourcing Label is not covered by the scope of this certificate.

- **AUDIT PROCESS**

During this audit, the audit team evaluated the company against the objectives listed in Appendix 4, Table 1. The evidence of compliance observed is listed in Appendix 4, Table 2.

A sample of field review sites were chosen from a list of active sites and sites where activities were completed since the last audit. The site choice also considered activity type, and risk factors, related to the audit objectives selected for review, as well as the opportunity to verify implementation of corrective actions for previous non-conformities.

- **SUBSTITUTE INDICATORS**

No substitute indicators were evaluated during this audit.

- **COMPLAINTS**

No complaints have been received; therefore the complaint handling process could not be verified.

MANUFACTURING UNITS SUPPLIED AND ASSESSMENT TIME

Audit Activity	Duration in days
Off-site preparation and on-site office review:	1 audit day
Field review:	1 audit day
Sites	Number inspected
Roads	2
Harvesting Blocks	3
Silviculture Sites	2

Manufacturing units supplied from the sites visited: Domtar Dryden pulp mill

- **SUMMARY OF FINDINGS**

Definitions for findings can be found in Appendix 1.

Areas of non-conformance

NC#	Type	Performance Measure #	Description	Corrective Action Plans
2016-01	Minor	SFI FS 4.1	The system to achieve compliance with provincial laws and regulations is not identifying issues with camp compliance for purchased stumpage harvesting contractors.	Annual training takes place with both the license and off license contractors. These dates for these next sessions are yet to be determined. For the on license contractors, This topic will be covered off in detail. For the off license contractors, slides will be prepared to be incorporated into the annual SFI training. Monitoring will continue as part of day to day operations

Opportunities for improvement

- Consider installing a collision barrier in front of the 1000 gallon mobile fuel tank.
- Consider antifreeze pads in harvesting contractor shop spill kits.
- Consider reviewing contractor sites for 2015 GHS labels and associated required employee training

Exceptional practices

- BMP field cards, field book, and Species at Risk Sighting Forms developed by Lac Seul Forest management company are very clear and easy to use.
- Excellent cooperation on training of contractors between wood producer and program participant.

Status of previous audit non-compliances

The status of previous audit non-conformances is as follows: NOTE: previous audit conducted in January 2016.

NC#	Type	Performance Measure #	Status (closed/upgraded to major)
2016-01	Minor	FS 4.1.2	Closed

- **CERTIFICATION DECISION SFI 2015-2019 FIBER SOURCING STANDARD**

Surveillance Audit

Based on the results of this surveillance audit it has been determined that the management system is effectively implemented and meets the requirements relative to the scope of registration and audit criteria. The action plans related to the non-conformances were reviewed and considered acceptable. Implementation of the action plan for the minor non-conformance will be reviewed at the next surveillance audit. Therefore, a recommendation to maintain the registration is made to SAI Global.

Appendices

- **Appendix 1: DEFINITIONS**

Major Non-Conformances

Pervasive or critical to the achievement of the SFI objectives

All major non-conformances require an action plan to be implemented by the auditee within 90 days of an initial audit or registration cannot be achieved. Subsequently for surveillance audits, an action plan shall be implemented by the auditee within 60 days for the registration to be maintained.

Minor Non-Conformances

Isolated incidents that are non-critical but must be addressed before the next surveillance audit to maintain compliance to the SFI standard. Non resolved minor non-conformance will be escalated to a major non-conformance.

Opportunity for Improvement

Are not non-conformances but are comments on specific areas where improvements can be made.

Exceptional practices

Areas that are deemed to be of outstanding practices.

- **Appendix 2: MULTI-SITE / GROUP SAMPLING APPROACH**

Not applicable

Appendix 3: EVIDENCE OF CONFORMITY TO THE SFI 2015-2019 FOREST MANAGEMENT STANDARD

Table 1 Objectives Audited

Objective 1	Forest Management Planning	X
Objective 2	Forest Health and Productivity	X
Objective 3	Protection and Maintenance of Water Resources	X
Objective 4	Conservation of Biological Diversity	
Objective 5	Management of Visual and Recreational Benefits	
Objective 6	Protection of Special Sites	X
Objective 7	Efficient Use of Forest Resources	X
Objective 8	Recognize and Respect Indigenous Peoples' Rights	X
Objective 9	Legal and Regulatory Compliance	X
Objective 10	Forestry Research, Science and Technology	
Objective 11	Training and Education	X
Objective 12	Community Involvement and Landowner Outreach	
Objective 13	Public Land Management Responsibilities	
Objective 14	Communications and Public Reporting	X
Objective 15	Management Review and Continual Improvement	X

Table 2 Evidence Observed

Environmental management system (EMS) Manual	X	Harvest inspection records	X
Written policies	X	Pre-harvest inspection records	X
Standard Operating Procedures (SOPs) for best management practices	X	Post-harvest inspection records	X
EMS and SFI field handbook	X	Cutblock size calculations	X
Training records (staff and contractors)	X	Pre-work discussions/meeting records	X
SFI/EMS training agenda	X	Monitoring records for non-timber values	
Timber supply review	X	Utilization records	X
Maps (pre-harvest, harvest, post-harvest, and silviculture)	X	Laws, legislation, regulations records	X
Non-timber values impact assessments (riparian, visual, recreation, biodiversity, cultural heritage, other:)	X	Annual management review records	X
GIS inventories (soils, forest, land classification, non-timber values)	X	Internal audit records	X
Long term management plans and sustainable harvest level calculation	X	Corrective action logs	X
Operational plans (annual, cutblock level)	X	Stakeholder communications records	X
Reforestation plans	X	Agreements and communications with Indigenous communities	X
Pest management plan	X	Multi-licensee and/or government meeting minutes	X
Fire preparedness plan	X	Logging agreements and/or contracts	X
Spill prevention and response plan	X	SFI Annual Report	X
Silviculture surveys and reports	X	SFI and company websites	X
Standards for seed use	X	SFI brochure	X
Chemical use/spray records and applicator certification	X	SFI Implementation committee (participation/support)	X
Free to grow records	X	External audit field inspections	X
Planting program records	X	External audit interviews (office and field)	X

Appendix 4: EVIDENCE OF CONFORMITY TO SFI 2015-2019 FIBER SOURCING STANDARD

Table 1 Objectives Audited

Fiber Sourcing Within the United States and Canada		
Objective 1	Biodiversity in Fiber Sourcing	X
Objective 2	Adherence to Best Management Practices	X
Objective 3	Use of Qualified Resource and Qualified Logging Professionals	X
Objective 4	Legal and Regulatory Compliance	X
Objective 5	Forestry Research, Science, and Technology	
Objective 6	Training and Education	X
Objective 7	Community Involvement and Landowner Outreach	
Objective 8	Public Land Management Responsibilities	
Objective 9	Communications and Public Reporting	X
Objective 10	Management Review and Continual Improvement	X

Fiber Sourcing Outside the United States and Canada		
Objective 11	Promote Conservation of Biological Diversity, Biodiversity Hotspots and High-Biodiversity Wilderness Areas	N/A
Objective 12	Avoidance of Controversial Sources including Illegal Logging	N/A
Objective 13	Avoidance of Controversial Sources including Fiber Sourced from Areas without Effective Social Laws	N/A

Table 2 Evidence Observed

Environmental management system (EMS) Manual	X	SFI and company websites	X
Written policies	X	SFI brochure	X
Standard Operating Procedures (SOPs) for best management practices	X	SFI Implementation committee (participation/support)	X
EMS and SFI field handbook	X	External audit interviews (office and field)	X
Operational plans (annual, cutblock level)	X	Education/community involvement records	X
Best management practices monitoring records	X	Logging agreements and/or contracts	X
Evaluation of best management practices	X	Wood producer training programs	X
Pre-work discussions/meeting records	X	Wood producer information package	X
Monitoring records for non-timber values	X	Policies provided to wood producers	X
Utilization records	X	List of qualified logging professional/certified logging professional	X
Laws, legislation, regulations records	X	Agreements for purchased stumpage	X

Cultural heritage value (cabin) discovered and protected during
road construction project on Ingall Rd.



SAI Global forestry specialist group registers/certifies forest companies to ISO 14001, OHSAS 18001, CSA Z809 and CSA Z804 SFM, SFI Forest Management, SFI CoC, SFI Fiber Sourcing, SFI Certified Sourcing Label, PEFC CoC, FSC® Forest Management, FSC® CoC.

The group, led by Sylvain Frappier, Technical Manager - Forestry, consists of a highly qualified team of professional foresters, technical and industry experts.

Contact certification.americas@saiglobal.com for more information.

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