

SFI 2015-2019 – Public Summary Report

Domtar Paper Company, LLC

DESCRIPTION OF COMPANY

Domtar Paper Company, LLC operations are located in the United States and Canada and have a central office function for this certification located in Fort Mill, South Carolina. The company’s Sustainable Forest Management program has been registered to the SFI Standard since October 15, 2004 and has undergone annual 3rd party surveillance audits since the date of initial registration.

The company SFI representative is Luke Nortz.

AUDIT

During the period of June 7 and 8, 2016; July 25 and 26; August 9 and 10; and September 1, 2016 Domtar underwent a Re-registration audit to 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 operations through interviews with the company staff and contractors. The audit also assessed the SFI documentation and records at the company’s office.

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 Ms. Lynn Penniman CEP, EMS (LA).

REGISTRATION TYPE

Certificate Type	SFI 2015-2019 Forest Management Standard	SFI 2015-2019 Fiber Sourcing Standard
Multi-site		X

MULTI-SITE EVALUATION

The following participating sites are included in the multi-site evaluation:

*FM = SFI 2105-2019 Forest management standard, FS = SFI 2015-2019 Fiber sourcing standard

SAI File #	Standard Audited*	Site name	I/RR	S1	S2
026944	FS	Fort Mill, SC, USA	x		
1608259	FS	Ashdown, AR, USA	x		
001194	FS	Espanola, ON, CA			
1604243	FS	Hawesville, KY, USA			
1604247	FS	Johnsonburg, PA, USA			
1604248	FS	Kingsport, TN, USA	x		
026717	FS	Marlboro, SC, USA			
1608340	FS	Nekoosa, WI, USA	x		
1052207	FS	Plymouth, NC, USA			
026718	FS	Rothschild, WI, USA			
1608335	FS	Windsor, PQ, CA			

SFI 2015-2019 Fiber Sourcing Standard

SCOPE OF CERTIFICATION

Sourcing of fiber from North and South Carolina, Wisconsin, Kentucky, Pennsylvania, Tennessee, Arkansas, Wisconsin, Québec and Ontario.

The Appendix 1: Rules for Use of SFI Certified Sourcing Label is not covered by the scope of this certificate.

There has been no modification to the scope since the last public summary report.

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.

The audit assessed conformity by interviewing Domtar procurement foresters, contractors, and suppliers; as well as observing the results of harvesting, road maintenance and construction, and silvicultural activities, as applicable, on harvest operations associated with the Kingsport, TN; Nekoosa, WI; and Ashdown, AR mills. The audit also assessed the SFIS documentation and records at the three mill offices and the Fort Mill, SC office.

The multi-site / group sampling approach used for this audit is outlined in Appendix 2.

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.

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	9.2	SFI annual progress report	Completed

Opportunities for improvement

Not applicable.

Exceptional practices

Good documentation and records

Status of previous audit non-compliances

No non-conformities were raised during the previous audit.

CERTIFICATION DECISION SFI 2015-2019 FIBER SOURCING STANDARD

Re-registration Audit

Based on the results of this re-registration 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-conformance have been reviewed and considered acceptable. Implementation of action plans for the minor non-conformance will be reviewed at the next surveillance audit. Therefore, a recommendation for 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

This multi-site / group organization maintains an internal audit program determined to be reliable, in this case SAI Global sampling approach is as follow where n = number of sites:

- i. $\sqrt{(n)}$ for initial certification audits
- ii. $0.6 \sqrt{(n)}$ for surveillance audits
- iii. $0.8 \sqrt{(n)}$ for re-registration audits

The central office function is audited annually.

OR

This multi-site / group organization did not maintain its internal audit program. SAI Global applies the following sampling where n = number of sites:

$\sqrt{(n)}$

The central office function is audited annually.

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	X
Objective 6	Training and Education	X
Objective 7	Community Involvement and Landowner Outreach	X
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	
Objective 12	Avoidance of Controversial Sources including Illegal Logging	
Objective 13	Avoidance of Controversial Sources including Fiber Sourced from Areas without Effective Social Laws	

Table 2 Evidence Observed

Environmental management system (EMS) Manual		SFI Annual Report	X
Written policies	X	SFI and company websites	X
Standard Operating Procedures (SOPs) for best management practices	X	SFI brochure	X
EMS and SFI field handbook		SFI Implementation committee (participation/support)	X
Training records (staff and contractors)	X	External audit field inspections	X
SFI/EMS training agenda	X	External audit interviews (office and field)	X
Cutting/harvesting permits		Education/community involvement records	X
Operational plans (annual, cutblock level)		Records of public inquiries and complaints	
Wet/adverse weather plans or guidelines	X	Stakeholder communications records	
Reforestation plans		Logging agreements and/or contracts	X
Best management practices monitoring records	X	Wood producer training programs	X
Evaluation of best management practices	X	Wood producer information package	X
Government compliance records	X	Policies provided to wood producers	X
Pre-work discussions/meeting records		Education and outreach to forest landowners	X
Monitoring records for non-timber values		List of qualified logging professional/certified logging professional	X
Utilization records		Agreements for purchased stumpage	X
Laws, legislation, regulations records	X	Program to assess and address risk of Illegal logging	X
Corrective action logs	X	Research and discussion papers	X
Support for research and science	X	Climate change information and/or meeting minutes	X



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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