

# Forest Certification UPDATE

## PORT TOWNSEND PAPER CORPORATION

A DIVISION OF THE PORT TOWNSEND GROUP

Port Townsend Paper Corporation (PTPC) is a manufacturer of Kraft Paper, containerboard, and unbleached kraft pulp located in Port Townsend, Washington.

### BACKGROUND

During the period of November 20<sup>th</sup> and 21<sup>st</sup> 2014, PTPC underwent a surveillance audit to the Sustainable Forestry Initiative (SFI®) Standard 2010-2014. The registration cycle is over 3 years with surveillance audits conducted annually. This report summarizes the audit process and results of the SAI Global surveillance audit.

### SCOPE OF CERTIFICATION

Procurement of fiber from the States of Washington, Oregon and Idaho and the Province of British Columbia - Objectives 8-20.

### EXECUTIVE SUMMARY

The SFI Program third-party surveillance 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) for registrations to SFIS 2010-2014. This ensures the integrity and credibility of the audit process.

The audit assessed active and completed harvest operations through interviews with PTPC staff, land owners, and supplier contractors. The audit also assessed the SFIS and supporting documents and records at the PTPC office and log yard. The audit used site visits and interviews with landowners and contractors logging private timber sales to assess the PTPC procurement system.

### THE AUDITOR

The SAI Global audit was performed Cindy Hutchison, RPF(BC). The auditor is a Professional Forester and certified lead auditor.

### KEY AREAS OF NON-CONFORMANCE

Performance Measure 19.2. Program Participants shall report annually to SFI Inc. on their conformance with the SFI 2010-2014 Standard. 2. Recordkeeping for all the categories of information needed for SFI annual progress reports.

The audit found that the

The "Forest Health and Productivity" number provided to SFI in the annual report was incorrectly stated.



**KEY OPPORTUNITIES FOR IMPROVEMENT**

None identified.

**CORRECTIVE ACTION PLANS**

PTPC has developed corrective action plans to address the root cause of the non-conformity identified during the audit. The root cause analysis and proposed corrective actions have been reviewed by SAI Global to ensure that they are appropriate and fully address the identified deficiencies. A follow up on the implemented corrective actions will be done at the next annual audit to confirm that the corrective actions were appropriate and effective in ensuring the non-conforming situation has not reoccurred.

**POSITIVE ASPECTS**

- Exceptional diligence was demonstrated with respect to SFI requirements.
- Excellent audit preparation.
- Hermann Bros. log yard water filter to remove leachate from runoff is very progressive.

**EVIDENCE OF CONFORMITY**

Evidence that was assessed to determine PTPC conformity with the SFIS 2010-2014 standard appears below:

**SFI-08 Landowner Outreach**

PTPC Landowner Information Package (includes information on Adverse Weather Conditions, Visual Quality Management, Sustainable Use of Forest Biomass, State Forest Practices Illustrated Guidebook, Road Maintenance and Requirements for Small Forest Landowners, ATFS and SFI brochures, Information on Family Forest Fish Passage Program, Sustainable Forestry Practices for Landowners in Washington, and Forest Landowner Assistance Program Brochure); Sustainable Forestry Practices for Landowners in Washington; Forest Practices Illustrated Guide; Statement of Commitment, required for all suppliers; American Tree Farm System informational brochure.

**SFI-09 Use of Qualified Resource and Qualified Logging Professionals**

Not audited.

**SFI-10 Adherence to Best Management Practices**

Not audited.

**SFI-11 Promote Conservation of Biological Diversity, Biodiversity Hotspots and High-Biodiversity Wilderness Areas**

The company does not source fiber from outside North America.

**SFI-12 Avoidance of Controversial Sources including Illegal Logging**

The company does not source fiber from outside North America.

**SFI-13 Avoidance of Controversial Sources including Fiber Sourced from Areas without Effective Social Laws**

The company does not source fiber from outside North America.

**SFIS 2010-2014**

**Periodic Assessments**

Major non-conformances:	0
Minor non-conformances	1
Opportunities for Improvement	0
Positive Aspects	3

**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 and subsequently 60 days or registration cannot be achieved/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.

**Opportunity for Improvement**

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

**Positive Aspects**

Areas that are deemed to be of best practices

**SFI-14 Legal and Regulatory Compliance**

SFI 2010-2014 Procurement Manual.doc; SFI Certified Fiber Sourcing Management Review; Adverse Weather Conditions Policy for Landowners; SFI Fiber Source Field Audits (3); DNR Notices to Comply; DNR Stop Work Orders; PTP Code of Ethics.

**SFI-15 Forestry Research, Science, and Technology**

SFI 2010-2014 Procurement Manual.doc; SFI Certified Fiber Sourcing Management Review; 2013 and 2014 Quarterly donations spreadsheet; 2014 list of Meeting or Training participation for Fiber Supply Group; Washington SIC Meeting Minutes and Attendees; <http://www.wasfi.org/docs/> (Washington SIC website); PTPC Landowner Information Package.

**SFI-16 Training and Education**

16.1 Not audited.

16.2: Washington SIC Meeting Minutes and Attendees; <http://www.wasfi.org/docs/> (Washington SIC website) – Link to WCLA Master Logger Training Curriculum; 2014 SFI WA STATE SIC Budget.

**SFI-17 Community Involvement in the Practice of Sustainable Forestry**

17.1 not audited.

17.2 and 17.3: PTPC email re tour for Olympic National Forest personnel on our water management and environmental certification systems including SFI; Save the Date flyer for 2014-09-13 Mill Open House; Picture from Mill open house booth/table showing handouts on sustainable forestry and SFI; 6/03/2010 Washington SIC Inconsistent Practices Process; PTPC Procedure to Address concerns on SFI and/or Forestry Practices; 2013 WA SIC annual report.

**SFI-18 Public Land Management Responsibilities**

Not applicable.

**SFI-19 Communications and Public Reporting**

<http://www.sfiprogram.org>; 2014-03-17 Email from Rachel Dierolf; PTPC Commodity Cost Report - BDT; 2013 PTPC summary of donations; 2007-2012 PTPC SFI reports.

**SFI-20 Management Review and Continual Improvement**

SFI 2010-2014 Procurement Manual.doc; SFI Certified Fiber Sourcing Management Review.

**Audit Field Sites**

FPA#2612927; Log Yard, Port Angeles; FPA#2612360.



SAI Global forestry specialist group registers/certifies forest companies to ISO 14001, OHSAS 18001, CSA Z809 and CSA Z804 SFM, SFIS, SFI CoC, PEFC CoC. QMI-SAI Global registers/certifies forest companies to FSC FM and 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](mailto:certification.americas@saiglobal.com) for more information.

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