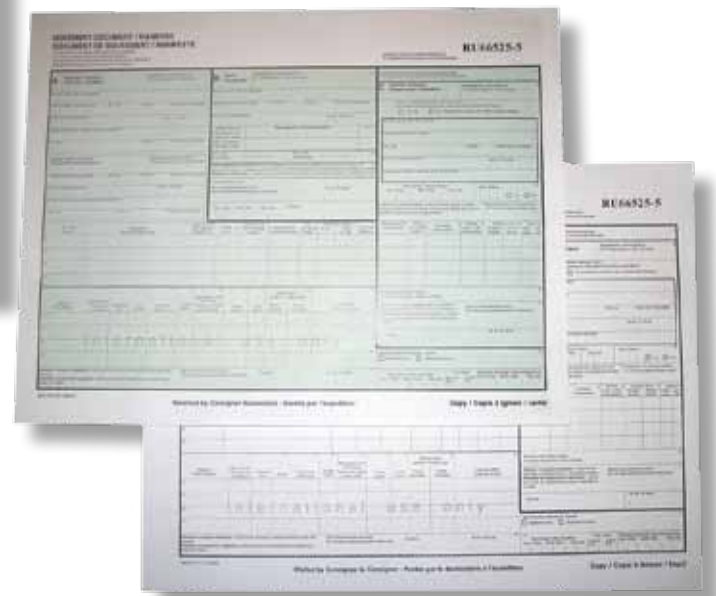
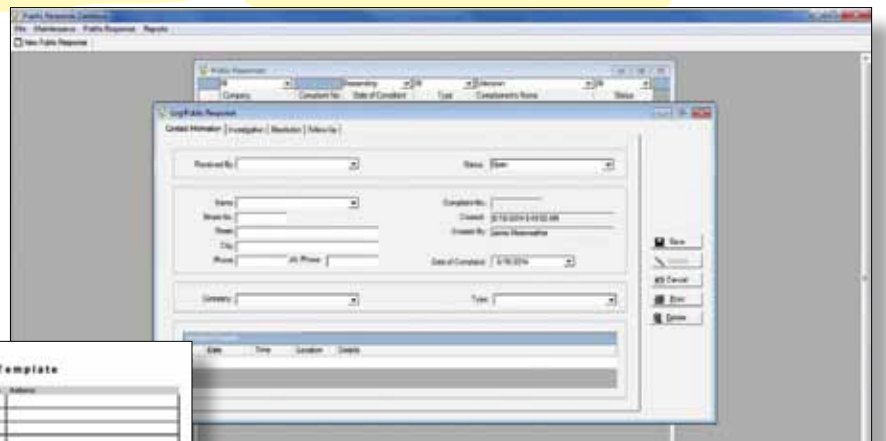
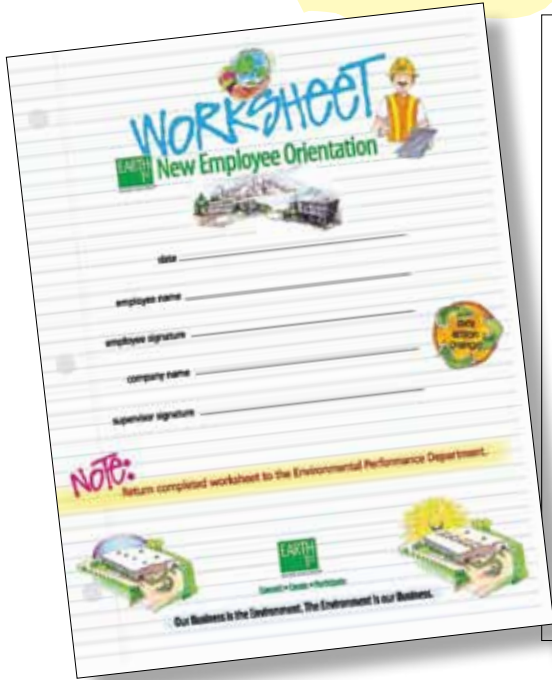


# Record Keeping

Record keeping is an essential part of higher environmental performance. Environmental legislation, regulations and approvals require a variety of records to be kept. Documentation should be organized and maintained at each of our businesses for easy access.



The Environmental Performance Department (EPD) and each of our businesses work together to fulfill the requirements outlined in our environmental permits and approvals as well as our internal policies.

- Know what records are required for your operation.
- Know where they are kept.
- Know how long you are required to keep them.

## DOCUMENT REQUIREMENTS AND AVAILABILITY

**INTRANET SITE:** Many of the important documents required by our businesses can be found on the EPD's Intranet website (click on "Environmental" from the Walker home page) and on your site's environmental Intranet page (use the drop-down menu under "Walker Sites")

**EARTH 1st MANUAL:** Each employee will have their own copy of the EARTH 1st Manual. To obtain the most recent procedures, please go to the EARTH 1st Manual on the EARTH 1st Intranet page or contact EPD.

**STANDARD OPERATING PROCEDURES (SOP)/ENVIRONMENTAL MANUALS:** Each site has their own SOP or Environmental Manual that provides detailed information on specific environmental issues that pertain to the site and copies of the site's environmental approvals. Where paper manuals are used, it is the responsibility of each site supervisor to ensure their manuals are current and up-to-date. To obtain current copies of documents you can go to the site's environmental Intranet page.

Strive FOR Wise

## DID YOU KNOW?

- A summary of the different types of documents that a site may have and how they need to be managed is included in procedure T9 - Document Location and Control in the EARTH 1st Manual
- An EARTH 1st Committee Meeting is a great place to discuss the best way to organize your site's environmental documents.

All your questions and discussion topics are on the reverse side - get talking!



