

**BC Timber Sales  
ENVIRONMENTAL MANAGEMENT SYSTEM**

# GLOSSARY

## DEFINITIONS

<b>Audit team</b>	Group of auditors, or a single auditor, designated to perform a given audit; the audit team may also include technical experts and auditors-in-training.
<b>Auditor</b>	Person with the competence to conduct an audit.
<b>Audit criteria</b>	Policies, practices, procedures or requirements against which the auditor compares collected audit evidence about the subject matter.
<b>Audit findings</b>	Results of the evaluation of the collected audit evidence compared against the agreed audit criteria.
<b>Audit report</b>	Set of documents that outline the results of an audit.
<b>BCTS staff</b>	Ministry staff working on BC Timber Sales business activities.
<b>Business Area Certification Standards Officer (CSO)</b>	The Business Area EMS specialist as appointed by the Timber Sales Manager.
<b>Business Area Office Local Committee</b>	Various BCTS staff as designated by the TSM that participate in the implementation and maintenance of the EMS.
<b>Canadian Standards Association Z809 Sustainable Forest Management Standard</b>	A definition of sustainable forest management for Defined Forest Areas (DFA), developed by the Canadian Standards Association (CSA) based on criteria developed by the Canadian Council of Forest Ministers. The performance criteria are set for each DFA through a detailed public consultation process and locally based indicators of these values.
<b>Continual improvement</b>	Recurring process for enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy.
<b>Corrective Action</b>	Action to eliminate the cause of a nonconformity.
<b>Document</b>	Information and its supporting medium (the medium can be paper, magnetic, optical computer disc, photograph or master sample, or a combination thereof).
<b>Emergency Response Drill</b>	Drill – a due diligence exercise to ensure that onsite personnel have adequate levels of comprehension and awareness of environmental emergency preparedness and response procedures. This involves a demonstration of workers level of knowledge and training.
<b>Emergency Response Incidents</b>	Fire: Any uncontrolled fire related to BCTS activities and/or Spills: any spill exceeding BCTS reportable levels or any amount spilled into or immediately adjacent to a stream, lake or running water and/or an Erosion/Landslide events: any emergency situations or potential emergency exists, abnormal movement has or is occurring, abnormal sedimentation, a volume of material greater than 250m <sup>3</sup> has moved or is at imminent risk of movement, or a land area greater than 0.25 ha is disturbed through erosion processes

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<b>Environmental Emergency Response Plan</b>	A detailed plan that describes the logistics and reporting requirements in the event of fire, erosion or spills.
<b>Emergency Response Test</b>	Test – a comprehensive testing of the environmental emergency response procedures to ensure that they are adequate to address emergency events. This includes full, hands on scenario testing of equipment, communications, and procedures as outlined in the eERP.
<b>Environmental Field Procedures</b>	Procedures to be followed by licensees, permittees, or contractors, as defined in this glossary, in order to mitigate the “significant risks” to the environment.
<b>Environmental Operating Procedures</b>	Procedures to be followed by staff in order to mitigate the “significant risks” to the environment.
<b>Environmental Management System (EMS)</b>	Part of an organisations management system used to develop and implement it environmental policy and manage its environmental aspects.
<b>Environmental Management System (EMS) audit</b>	A systematic and documented verification process of objectively obtaining and evaluating audit evidence to determine whether an organization’s environmental management system conforms to the environmental management system criteria set by the organization, and for communication of the results of this process to management.
<b>Environmental Management System (EMS) documentation</b>	Documentation that needs to be consulted in order to follow an EMS procedure or work instruction.
<b>Environment</b>	Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
<b>Environmental Aspect</b>	Element of an organization’s activities, or products or services that can interact with the environment.
<b>Environmental impact</b>	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization’s environmental aspects.
<b>Environmental objective</b>	Overall environmental goal, consistent with the environmental policy, that an organisation sets itself to achieve.
<b>Environmental performance</b>	Measurable results of an organisations management of its environmental aspects.
<b>Environmental Policy</b>	Overall intentions and direction of an organisation related to its environmental performance as formally expressed by top management
<b>Environmental target</b>	Detailed performance requirement applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
<b>Forest Stewardship Council (FSC) Principles and Criteria</b>	The FSC Principles and Criteria (P&C) describe how the forests have to be managed to meet the social, economic, ecological, cultural and spiritual needs of present and future generations. They include managerial aspects as well as environmental and social requirements. The FSC P&C form the basis for all FSC forest management standards.
<b>Internal Audit</b>	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organisation are fulfilled

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<b>Interested party (parties)</b>	Persons or group with or affected by the environmental performance of an organization.
<b>Lead auditor (environmental)</b>	Person qualified to manage and perform environmental audits.
<b>Licensees / permittees / contractors</b>	BCTS registrants, holders of BCTS tenures, permits, or contracts to perform BCTS activities that could potentially have an impact on the environment.
<b>LWCP staff</b>	Licensees with cutting permits staff working on BCTS operations.
<b>Management review</b>	Includes reviewing by senior management of the suitability, implementation and performance of the EMS with the objective of identifying opportunities for continual improvement.
<b>Non-compliance</b>	A contravention of a legislative requirement(s) as determined by a senior official. Potential non-compliance is most often identified by a forest official.
<b>Nonconformity</b>	Non-fulfillment of a requirement.
<b>Observation</b>	Statement of fact made during an audit and substantiated by objective evidence.
<b>Organization</b>	Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own function and administration.
<b>Pollution prevention</b>	Use of processes, practices, techniques, materials , products services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.
<b>Potential Non-Compliance</b>	In the opinion of the person reporting, legislation and regulation has been violated and there may be an agency investigation to determine fact and possible enforcement action.
<b>Preventive Action</b>	Action to eliminate the cause of a potential nonconformity
<b>Procedure</b>	Specified way to carry out an activity or a process
<b>Record</b>	Document stating results achieved or providing evidence or activities preformed.
<b>Remedial Action</b>	A corrective action taken to address or mitigate an undesired environmental impact, such as the removal of contaminated soil following a spill of petroleum products, or the restoration of disturbed fish habitat.
<b>Resource Feature</b>	Resource feature as defined within the Government Actions Regulation -the term act within this regulation means the Forest & Range Practices Act 5 (1) Subject to subsection (2), the minister responsible for the Forest Act by order may identify one or more of the following as resource features in relation to a specified area: <ul style="list-style-type: none"> <li>(a.) a surface or subsurface element of a karst system;</li> <li>(b.) a range development;</li> <li>(c.) Crown land used for research or experimental purposes;</li> <li>(d.) a permanent sample site used as a snow course by or on behalf of the federal or Provincial government for the purpose of measuring the water content of the snow pack on a given area;</li> <li>(e.) a cultural heritage resource that is the focus of a traditional use by</li> </ul>

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	<p>an aboriginal people and that is not regulated by the Heritage Conservation Act;</p> <p>(f.) an interpretative forest site, recreation site or recreation trail;</p> <p>(g.) a trail or other recreation facility referred to in section 57 of the Act that is authorized by the minister or under another enactment;</p> <p>(h.) a recreation feature that the minister considers to be of significant recreational value.</p> <p>(2) The minister responsible for the <i>Forest Act</i> may make an order under subsection (1) if the minister is satisfied that the resource feature requires special management not otherwise provided for under this regulation or another enactment.</p> <p>For complete details of resource feature refer to the GAR interpretation section 5.</p>
<b>Resource Values</b>	Key forest and environmental values that must be maintained and protected including, biodiversity, cultural heritage, resource features, karsts, recreation, soils, timber, visual quality, water, forage and associated plant communities, fish/riparian and wildlife, (including species at risk and their habitats)."
<b>Senior Management</b>	Includes the Executive Directors, Director, Manager and Timber Sales Leadership Team (TSLT) Certification Lead at the corporate level and the Timber Sales Manager and Woodlands Manager at the Business Area level. Senior Management has the ultimate responsibility to implement and maintain the EMS, as defined in the EMS manual.
<b>Sensitive Area</b>	An identifiable geographic area at the site level that contains a natural feature (or features) with the potential to be adversely impacted by forest practices (i.e. sensitive soils, terrain, wetlands, ecosystems, etc.)
<b>Significant environmental aspects</b>	Are those environmental aspects that have or can have a significant impact, and that are therefore managed on a priority basis within the EMS.
<b>Significant Non-conformance</b>	An occurrence or event that has or will likely result in a negative impact to a significant environmental aspect and cannot be immediately rectified and or where the EMS program has been severely compromised and or a "Notice to Comply" has been issued at the discretion of local management. This includes; repeated non-conformances that may become significant.
<b>Sustainable Forestry Initiative (SFI) Standard</b>	The SFI standard consists of a comprehensive system of principles, objectives and performance measures developed by professional foresters, conservationists and scientists, among others that combines the perpetual growing and harvesting of trees with the long-term protection of wildlife, plants, soil and water quality.
<b>Sustainable Forest Management Plan (SFMP)</b>	A plan to manage the forest resource to achieve a balance of environmental, social, and economic objectives.
<b>Training</b>	Process of imparting specific skills to undertake defined tasks.
<b>Vetting</b>	Making a careful and critical examination of (a scheme, work, candidate, etc.).
<b>Uncontrolled documents</b>	Printed portions of the EMS Manual are not official versions and are considered uncontrolled documents.