

Project Summary

Environmental Compliance Audit

Client:

Hoffmaster Group, Inc.

Contact:

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Project Manager

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Purpose of Project

Establish compliance status and action items for newly acquired paper converting facilities

Project Features

- Design audit to meet objectives
- Verbal review of current status of major environmental programs
- On-site inspections and interviews
- Site visit - review permits and documentation
- Exit interview
- Presentation and discussion of audit results and recommendations



Introduction and Value to Client

Environmental audits may be done to periodically confirm environmental performance, to eliminate weaknesses in the program, and to provide management with an independent review and assessment. Depending upon the purpose of the audit, the audit may evaluate systems and procedures, or may systematically review all required compliance documentation. The former seeks to identify where systems and procedures may be in need of improvement while the latter verifies that each requirement was satisfied and that the documentation exist to prove all required tasks were completed.

Synopsis

Two paper converting and printing facilities were purchased and needed to be integrated into the Hoffmaster Group. One of the early requirements was to verify the compliance status of the facilities and to improve the management systems to assure ongoing compliance.

The headquarters for the Hoffmaster Group is Wisconsin, while the acquired facilities were located in two eastern states. The description of the operations at the facilities was used to identify potentially applicable environmental regulations at the federal and state level. This information was used to compile a listing of all environmental records the facility personnel should have readily available for review during the audit.

Copies of the facilities' permits for water, air and waste were obtained and reviewed prior to the site visit.

The on-site visit included time to review records and recordkeeping related to water, air, solid and hazardous waste, SARA, TSCA, and other regulatory programs and permits. The visit also included staff interviews and a discussion of manufacturing processes. Material flows with product and environmental outputs were mapped on a process flow chart.

The data gathered was systematically reviewed in light of all applicable regulations. The compliance status of the facilities with each applicable regulation was reviewed and discussed in an audit findings meeting. Additional data needs were clearly identified.

A prioritized list, and an action plan for each item on the list, was discussed to clarify data needs or to correct all suspected deficiencies. A clear course of action was the product of the audit findings meeting.