



**BUREAU  
VERITAS**

**Bureau Veritas Certification  
North America, Inc.  
SFI Audit Report**

390 Benmar Drive, Suite 100  
Houston, TX 77060

Phone (281) 986-1300: Toll Free (800) 937-9311

Company Name	Washington State Department of Natural Resources
Contact Person	Lislie Sayers
Address	PO Box 47016, Olympia, WA 98504-7016
Phone / Fax	360-902-2896 / 360-902-1789
PQC Code	E01E

Contract Number:	US.1215025	Certification Audit:		Re-Certification Audit:		X	Surveillance: (Indicate visit # or Pre-Assessment)	
------------------	------------	----------------------	--	-------------------------	--	---	---	--

**Audit Summary**

**Introduction**

A renewal audit of the Washington State Department of Natural Resources (WA DNR) was conducted on June 18-25, 2012. The audit was conducted by Gregory Bassler, Lead Auditor; Tera King, Team Auditor and James Rochelle, Wildlife Technical Expert.

**Audit Scope, Objectives and Process**

The scope of the renewal audit was the Washington State Department of Natural Resources forest management operations in Western and Eastern Washington. The objective was to verify the effectiveness of the Washington DNR's SFI Forest Land Management program and conformance to the Requirements of the SFI 2010-2014 Program. All objectives pertaining to land management of the SFI 2010-2014 Standard were audited.

The opening meeting of the audit was held at the Washington Department of Natural Resources Headquarters in Olympia, WA on Tuesday, June 18, 2012. Lislie Sayers, HCP & Monitoring Section, Program Implementation Lead, Forest Certification; Allen Estep, HCP & Monitoring Section, Program Lead, PSF/Certification; Clay Sprague, Assistant Division Manager-HCP & Science Consultation Section; Candace Johnson, Assistant Division Manager-Silviculture & Monitoring Section; Art Tasker, Acting Deputy Supervisor; Angus Brodie, Assistant Division Manager-Data Stewardship Section; Julie Sackett, Division Manager; Curt Pavola, Natural Heritage Conservation; Greg Bassler, Team Lead Auditor and Tera King, Team Auditor, were in attendance.

The audit team introduced themselves and reviewed the audit plan. Logistics of the audit plan were also discussed and the sites confirmed for the field portion of the audit to be conducted on Wednesday and Thursday. Non-conformances and the requirements for clearing them, Opportunities For Improvement, and notable practices were also discussed. The closing meeting time was confirmed and was to be held by conference call at 11:00 am, Monday, June 25, 2012.

The renewal audit was conducted under environmental auditing methodologies identified in the SFI 2010-2014 Audit Procedures and Auditor Qualifications and Accreditation (Section 9 of the Requirements for the SFI 2010-2014 Program) and standard Bureau Veritas Certification protocols and forms were applied throughout the verification. Prior to the audit, the auditor selected sites in both regions to be sampled based on management activities. The audit plan identified all Objectives, Performance Measures and Indicators of the SFI 2010-2014 Standard and all Objectives were subject to review.

## **Audit Plan**

The document review portion of the audit began immediately following the opening meeting on Monday afternoon and was completed on Tuesday. The field audit of the South Puget Sound Region was conducted on Wednesday, June 20, 2012 and the field audit of the Pacific Cascade Region was conducted on Wednesday, June 20, 2012 and Thursday, June 21, 2012. Each team auditor visited separate sites with WA DNR staff on both field audit days. The audit plan is included in this report and is maintained on file by Bureau Veritas Certification.

Field files for each site were reviewed and used to determine effectiveness of the WA DNR forest management system and process. The Objectives, Performance Measures and Indicators were all verified through a review of documents and field verification of sites to meet the intent of the SFI 2010-2014 Standard. A debriefing was conducted at the end of each day by each team auditor.

## **Company Information**

The Washington State Department of Natural Resources manages 5.6 million acres of forest, range, agricultural, aquatic and commercial lands for the people of Washington. To manage this work more effectively, the WA DNR has 12 Divisions focused on a specific business area and in 6 Regions located throughout the state of Washington. The lands generate more than \$200 million a year, much of it to support public schools, state institutions, and county services.

## **Multi-Site Requirements**

The WA DNR is a multi-site organization and has a central office or headquarters (Olympia, WA) at which certain activities are planned, controlled or managed and a network of regional offices or sites at which such activities are carried out. The Olympia, WA central office provides regions with information and guidance on activities. The scope and scale of activities are similar at all regions. All regions or sites operate under a common forest management system, policies and set of procedures that is managed and administered by the central office.

For multi-site certifications, a site sampling method is generally used. The number of sites to be audited is equal to the square of the number of sites x 0.8 for renewal audits. A site sampling method was used and two regions or sites plus headquarters are to be audited on an annual basis. The WA DNR is composed of six regions (Pacific Cascade, South Puget Sound, Olympic, Northwest, Northeast and Southeast) and the renewal audit plan for 2012 was to audit the South Puget Sound and Pacific Cascade Regions. The WA DNR manages approximately 698,938 acres in these two regions located on the Westside of the Cascade Mountains. Each region or site is audited on a three-year basis and these two regions were last audited in 2010. The WA DNR is in conformance with all multi-site requirements.

<b>Sites</b>	<b>Sites Audited During this Renewal Event</b>
Olympia, WA (Central Office)	X
South Puget Sound Region	X
Pacific Cascade Region	X
Northeast Region	
Southeast Region	
Northwest Region	
Olympic Region	

## **Audit Results**

A total of 25 sites were visited during the field portion of the audit. WA DNR forestry personnel responsible for the activity and/or familiar with the sites were available for the audit. Timber sale jackets or Contract Administration field files were available for review at each site. Four active logging sites were visited; one was a Contract Harvest Sale and the remaining were stumpage sales. Harvest operations on two of the active sales were in progress and the contractors were trained. Operations on the two other active sales were shut down until soil and/or market conditions improved.

A minor Non-conformance was issued in regards to chemical use and stream protection. During the field audit of the Pacific Cascade Region, overspray from an aerial application of herbicide to control specific brush species was observed on two units. In each case, a small area of a type 5 water buffer was sprayed. Application occurred on July 31, 2011 and August 1, 2011 and it is not known if water was present at the time. It appeared that the herbicide application was applied perpendicular rather than parallel to the buffer near the upper end of the buffer. Each buffer was clearly marked on the ground and delineated on a map. Digitized information of the unit boundaries and buffers was provided to the helicopter pilot. The pilot was experiencing mechanical issues with the helicopter at the time which may have been a contributing factor. Application records indicate favorable weather conditions at the time of application.

The WA DNR provided evidence that they recognized their lack of compliance and immediately implemented corrective actions. An after-action review is being conducted to further determine cause and recommended actions.

The Olympia, WA central office conducts and maintains an internal audit program to review and monitor conformance of each region. The State Land Assistants have a monthly conference call and meet quarterly. Monthly Variance Reports discussing state lands budgets, expenditures and deliverables are reviewed quarterly at the Management Review Meetings. HCP monitoring is on-going and an HCP Implementation Monitoring Report is required to be prepared annually. The Implementation Monitoring Report was recently completed for Fiscal Years 2009-2011 and work is on-going to prepare for the Fiscal Year 2012 report. The Washington Department of Fish and Wildlife (WDFW) monitors sales and planning every two years and provides results to the WA DNR. Forest Practices monitors operations and summarizes findings on an annual basis. An external SFI Performance Measures review is also conducted quarterly. In summary, the WA DNR has a good, reliable internal audit program and monitoring system carried out at headquarters to determine conformance at all regions or sites and to implement corrective actions when appropriate. There is good coordination and communication between the central office and each region.

WA DNR did not have any substitutions or modifications to any of the Indicators. A review of previous audits was conducted to verify the effectiveness of previous audit findings and to evaluate WA DNR's past performance. There were no trends in the SFI implementation of the field audit or document review that would indicate that any particular area needs special attention. An SF61 was completed and contains specific information and audit notes.

## Findings

### Previous non-conformances:

The 2011 surveillance audit of DNR-managed lands focused on forest management operations in Northwest and Olympic Regions and no non-conformances were identified.

**Non-conformances:** One minor non-conformance was issued in regards to chemical use – monitoring of water quality or safeguards to ensure proper equipment use and protection of streams.

1. **PM 2.2, Ind. 6:** *Two occurrences of aerial herbicide application overspray were observed within a Type 5 water buffer. An SF02 nonconformity report was completed and is included as part of this audit report.*

**Opportunities for Improvement:** No opportunities for Improvement were issued during the renewal audit.

### Notable Practices:

NP's are practices and actions that are exemplary and indicate a strong commitment to the SFI intent and to continual improvement of their program. Four Notable Practices were identified during the 2012 Renewal audit.

1. **PM 3.2, Ind. 1:** *Using a science-based approach, DNR was able to obtain concurrence from The Federal Services relating to the HCP allowing limited harvesting of timber 70+ years old in riparian zones, with benefits to both achieving the desired forest condition and gaining revenue.*
2. **PM 15.3, Ind.1:** *The WA DNR participated in a statewide initiative on the Washington Climate Change Impacts Assessment which looked at the potential effects of climate change on Washington natural environment and resources. The WA DNR is commended for its efforts to determine climate*

change impacts and developing a climate adaption strategy.

3. **PM 16.1, Ind. 3:** *Since the last audit, DNR has initiated a State Lands Training Program to identify training priorities. State Lands 101, Contract Administration, and Pre-Sales have been identified for required training. Training was not funded in the budget for the upcoming biennium; thus, the decision was made to fund the training program at the FRC Division level due to its recognized high priority for maintaining the integrity of the certification program.*
4. **PM 18.1, Ind. 1:** *WA DNR should be commended for their involvement and the effort and leadership applied in a number of large-scale programs that have been implemented to designate land uses and support land purchases and exchanges aimed at directing commercial / residential development, ensuring resource protection, and supporting continuation of forest management in eastern King County and in the I-90 corridor.*

**Logo/label use:**

Logo and label use was reviewed and Washington State Department of Natural Resources does not use the SFI label or logo other than for promotional purposes. The WA DNR does not intend to use the Bureau Veritas Certification logo.

**SFI reporting:**

A review of the SFI, Inc. website provided evidence that the previous audit of the Washington State Department of Natural Resources SFI forest management program was submitted and posted as required for public notification.

**Conclusions**

The Closing Meeting for the renewal audit was held on Monday, June 25, 2012 via conference call. Gregory Bassler, Lead Auditor, and Tera King, Team Auditor, presented and reviewed the audit findings. Confidentiality of the audit results was assured. The Washington State Department of Natural Resources was recommended for recertification pending closure of the one minor Non-conformance. Closure of the Non-conformance must be approved within 90 days of the closing meeting date (September 25, 2012). The corrective action plan and actions must be submitted to Bureau Veritas and the Lead Auditor for review and approval.

**Renewal Audit Schedule**

**Date: Monday, June 18<sup>th</sup>, 2012**

**WA DNR Headquarters in Olympia, WA**

Time	Activity	BVC Repr.	Company Repr.
1:00 PM	Opening Meeting at DNR Headquarters in Olympia	Greg Bassler Tera King	Lislie Sayers Allen Estep
1:30 PM	Begin Document Review of Objectives 1-7 and 14- 20	Bassler/King	Sayers/Estep
4:45 PM	Debriefing on document review	Bassler/King	All
5:00 PM	Depart site		

**Date: Tuesday, June 19<sup>th</sup>, 2012**

**WA DNR Headquarters in Olympia, WA**

Time	Activity	BVC Repr.	Company Repr.
8:00 AM	Continue Document Review of Objectives 1-7 and 14- 20	Greg Bassler Tera King	Lislie Sayers Allen Estep
Noon	Lunch		
1:00 PM	Resume document review		
4:00 PM	Complete document review and review site selection and field audit schedule		
4:30 PM	Debriefing on document review	Bassler/King	All
5:00 PM	Depart for South Puget Sound Region field audit		

**Date: Wednesday, June 20<sup>th</sup>, 2012**

**South Puget Sound Region – Enumclaw, WA  
Pacific Cascade Region – Castle Rock, WA**

Time		Activity	BVC Repr.	Company Repr.
7:30	AM	Opening Meeting	Greg Bassler Tera King Jim Rochelle	Allen Estep Lislie Sayers
8:00	AM	Begin field audit and visit sites	All	All
3:30	PM	Conclude field audit and provide daily debriefing	Bassler/King	All
4:00	PM	Depart site, Travel to Pacific Cascade Region office		

**Date: Thursday, June 21<sup>st</sup>, 2012**

**Pacific Cascade Region - Castle Rock, WA**

Time		Activity	BVC Repr.	Company Repr.
7:30	AM	Opening Meeting	Greg Bassler Tera King Jim Rochelle	Allen Estep Lislie Sayers
8:00	AM	Begin field audit and visit sites	All	All
4:00	PM	Conclude field audit and provide daily debriefing	Bassler/King	All
4:30	PM	Depart site, travel to Portland		

**Date: Monday, June 25<sup>th</sup>, 2012**

**Conference Call**

Time		Activity	BVC Repr.	Company Repr.
11:00	AM	Closing Meeting	Greg Bassler Tera King Jim Rochelle	All

**SEE SF61/SF71 FOR AUDIT NOTES**

Summary of Audit Findings:						
Audit Date(s):	From: June 18, 2012			To: June 25, 2012		
Number of SF02's Raised:			Major:	0	Minor:	1
Is a follow up visit required:	Yes		No	X	Date(s) of follow up visit:	
Follow-up visit remarks:						
Team Leader Recommendation:						
Corrective Action Plan (s) Accepted	Yes		No	X	Date:	
Proceed to/Continue Certification	Yes	X	No		Date:	June 25, 2012
All NCR's Cleared	Yes		No	X	Date:	
Standard audit conducted against:						
1)	SFI 2010:2014	3)				
2)		4)				
Team Leader (1):	Team Members (2, 3, 4...)					
Gregory Bassler, EMS-LA	2) Tera King, Team Auditor					
	3) James Rochelle, Wildlife Technical Expert					
	4)					
	5)					
Scope of Supply: (scope statement must be verified and appear in the space below)						
Washington State Department of Natural Resource's forest management operations in Western and Eastern Washington.						
Accreditation's						
Number of Certificates						
Proposed Date for Next Audit Event						
Date	June 2013					
Audit Report Distribution						
Client: WA DNR-Lislie Sayers, Program Implementation Lead, Forest Certification, <a href="mailto:lislie.sayers@dnr.wa.gov">lislie.sayers@dnr.wa.gov</a>						
BVC – Customer Service Representative – Melani Potts, <a href="mailto:melani.potts@us.bureauveritas.com">melani.potts@us.bureauveritas.com</a>						

Clause	Audit Report
Opening Meeting	<p>Participants: Lislle Sayers, HCP &amp; Monitoring Section, Program Implementation Lead, Forest Certification; Allen Estep, HCP &amp; Monitoring Section, Program Lead, PSF/Certification; Clay Sprague, Assistant Division Manager-HCP &amp; Science Consultation Section; Candace Johnson, Assistant Division Manager-Silviculture &amp; Monitoring Section; Art Tasker, Acting Deputy Supervisor; Angus Brodie, Assistant Division Manager-Data Stewardship Section; Julie Sackett, Division Manager; Curt Pavola, Natural Heritage Conservation; Greg Bassler, Team Lead Auditor and Tera King, Team Auditor, were in attendance.</p> <ul style="list-style-type: none"> <li>➤ Introductions</li> <li>➤ Scope of the audit</li> <li>➤ Audit schedule/plan</li> <li>➤ Nonconformance types – Major / Minor</li> <li>➤ Review of previous non-conformances - 0</li> <li>➤ Process approach to auditing and audit sampling</li> <li>➤ Confidentiality agreement</li> <li>➤ Termination of the audit</li> <li>➤ Appeals process</li> <li>➤ Closing meeting timing</li> </ul>
Closing Meeting	<p>Participants: Lislle Sayers, HCP &amp; Monitoring Section, Program Implementation Lead, Forest Certification; Allen Estep, HCP &amp; Monitoring Section, Program Lead, PSF/Certification; Clay Sprague, Assistant Division Manager-HCP &amp; Science Consultation Section; Bob Johnson, Assistant Pacific Cascade Region Manager-State Lands; Mary McDonald, Assistant Pacific Cascade Region Manager-Asset Management; Julie Sackett, Division Manager; Greg Bassler, Team Lead Auditor; Tera King, Team Auditor and James Rochelle, Wildlife Technical Expert participated in the conference call.</p> <ul style="list-style-type: none"> <li>➤ Introductions and appreciation for selecting Bureau Veritas Certification</li> <li>➤ Review of audit process - process approach and sampling</li> <li>➤ Review of OFIs and System Strengths</li> <li>➤ Non-conformances - 1</li> <li>➤ Date for next audit</li> <li>➤ Reporting protocol and timing</li> </ul>



**SF02/NA NONCONFORMITY REPORT**

Company Name and Site:		SF02#:	
Washington State Department of Natural Resources		01	
Contract #:	Department / Process:	Team Leader:	
US1215025	Natural Resources	Gregory Bassler	
Date:	Standard and Clause #:	Team Member:	
June 20, 2012	SFI 2010:2014, 2.2.6	Tera King	
Major	Minor	Other Documents (if applicable):	Company Representative:
	X		Lislie Sayers
<b>REQUIREMENT OF AUDITED STANDARD:</b>			
Use of management practices appropriate to the situation – safeguards to ensure proper equipment use and protection of streams, lakes and other water bodies.			
<b>OBSERVED NONCONFORMITY:</b>			
Two occurrences of aerial herbicide application overspray were observed within a Type 5 water buffer			
<b>ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION PLAN</b> (To be completed by the Company. Plan to be submitted in 30 days)			
Corrective Action Plan Date:	July 18, 2012	Company Representative:	Lislie Sayers
<b>Root Cause Analysis and Corrective Action</b>			
<u><b>Incident Summary:</b></u> Evidence of herbicide treatment within portions of type 5 stream buffers were discovered on May 31 and June 5, 2012 during post-activity review in four forest management units.  The herbicide treatment was applied by an independent pilot contractor working on a Washington Department of Natural Resources Aerial Application of Herbicides contract on July 31, 2011 and August 1, 2011. It is not known if water was flowing in the streams during the application period.			
<u><b>Background:</b></u> The field reconnaissance verified water presence approximately four to six weeks prior to application on these type 5 water buffers. Although there is no way to positively confirm or deny water presence at the time of application, it is estimated that portions of the treated waters were dry during treatment based on past experience. Staff time to validate water presence day of application is limited, therefore, it is standard operating procedure to field mark buffers before treatment. This allows time for field marking, mapping and uploading shapefiles (that illustrate treatment boundaries in the cockpit of the helicopter) before commencing application. Type 5 water buffers are field marked a minimum of 50 feet horizontal distance from the water edge using blue paint on tops of stumps supplemented with 12 inch wide blue plastic panel ribbon to delineate the minimum off-set from the water during application. Markings are designed to maximize visibility by the pilot from the air during application and act as an additional tool to prevent application outside treatment boundaries. Windward sides of buffers receive an additional 50-foot off-set for a 100-foot total buffer distance during aerial application to comply with Washington Forest Practice Rules. It is standard practice to familiarize the pilot with the treatment areas including buffer areas using an undocumented pre-work meeting to review contract expectations including buffer requirements to meet Forest Practice Rules along with pre-flight briefings the day of application using hard copy unit maps with aerial photography illustrating the treatment area and using reconnaissance flights to further orient the pilot with buffer areas. In addition, this contract used electronic files (shapefiles) representing the treatment boundaries for all units (including marked buffer areas) so the pilot would have the best chance of executing an accurate application of herbicides to the treatment areas.			



Root Causes:

- Highly complex unit design, layout, and application requirements designed to protect sensitive features
- Pilot understanding of the constraints and layout may have been limited, resulting in spray applications being inconsistent
- Mechanical issues with the helicopter the day of application may have been distracting
- Pilot and compliance forester hesitancy to conduct reconnaissance flights resulted in dependency on unit maps and shapefiles for briefing pilot on buffer locations rather than actual reconnaissance flight
- While a pre-flight briefing was conducted, because there was no standardized list of items to cover, it was not documented, and may not have been comprehensive
- No radio contact between the compliance forester and the pilot during flight time on both July 31, 2011 and August 1, 2011
- Pressure to treat all identified acres within the relatively narrow window of opportunity
- No formal aerial spray procedure or checklist for day of operation
- Inexperienced compliance forester resulting in hesitancy to halt operations

Corrective Action Plan:

- Consult with regulatory agencies to inform them of this incident and follow through with any required actions. Agencies may include DNR Forest Practices, Department of Agriculture, and Department of Ecology.
- Review and revise DNR's statewide aerial spray contract. Revisions to contracts awarded beginning July 2012 will include:
  - Performance security
  - Documentation of pilot experience in a forestry/agriculture setting
  - Damage clauses (monetary penalties for non-compliance with contract)
  - Requirement to collect flight treatment GPS files from contractor. Note: Prior to discovering this incident, additional quality control measures had been implemented in Pacific Cascade Region's spring 2012 aerial spray contract, requiring that aerial treatment GPS files for every unit be submitted prior to payment
  - Pre-work meeting with the contractor and documentation of what is discussed
  - Unit pre-flight briefings prior to treatment with the pilot(s), which will include review of a documented pre-flight check list including items such as on-site radio contact between DNR's compliance forester and the pilot, on the day of application.
- Conduct seasonal briefings with DNR compliance staff prior to aerial spray applications in each DNR region where aerial spraying will occur. The meeting will be documented (date, those attending, topics discussed) and will include discussion of:
  - Emphasis on safety, resource protection and effective application as the highest priorities, followed by completion of planned spray acres
  - Any changes in contract language, including reporting or contract compliance requirements
  - All necessary information including contract, maps, herbicide mixes, emergency numbers, places to get water, etc.
  - Required pre-work meeting with contractor and documentation of that meeting
  - Required unit pre-flight checklist
  - Contract administrator (CA) responsibilities, including the expectation that the CA cancel flights if conditions are unfavorable

**ROOT CAUSE AND CORRECTIVE ACTION PLAN ACCEPTANCE REPORT**

(To be completed by Bureau Veritas Certification – Verify effective identification of Root Cause and acceptance of Corrective Action Plan)

Root Cause: The WA DNR has performed a very thorough analysis which identified the primary causes of the non-conformance.

Corrective Action Plan: The corrective action plan outlines specific steps which when implemented will effectively address the non-conformance. Plan accepted.

Plan Accepted:	Yes	X	No	Comments:	Very thorough and precise	
Auditor:	<i>Gregory Bassler</i>				Date:	7/18/2012

**CORRECTIVE ACTION IMPLEMENTATION**

(To be completed by Company – Provide objective evidence. Must be completed within 90 days from the last day of the audit)

Corrective Action Completion Date:	August 16, 2012	Company Representative:	Lislie Sayers
------------------------------------	-----------------	-------------------------	---------------

Corrective Action Implementation and method used to verify effectiveness of action taken:

Corrective Action Plan	Implementation Notes	Documentation
<p>1. Consult with regulatory agencies to inform them of this incident and follow through with any required actions. Agencies may include DNR Forest Practices, Department of Agriculture, and Department of Ecology.</p>	<p>Notified WA State Forest Practices and WA State Dept. of Agriculture.</p> <p>Paul Figueroa, Inspector, Forestry Compliance Program; WA Dept. of Ag and Chuck Turley, Pacific Cascade Region Assistant Region Manger-Resource Protection &amp; Services; DNR indicated that no further action will be pursued on this incident because of the date of the incident and lack of assurance that water was present at the time of application.</p> <p>Paul Figueroa indicated that contacting WA State Dept. of Ecology was not necessary for this incident.</p>	<p>7.12.12 email from Mary McDonald, Pacific Cascade Assistant Region Manager.</p> <p>7.11.12 WA State DNR Forest Practices informal conference note w/photos.</p>
<p>2. Review and revise DNR's statewide aerial spray contract. Revisions to contracts awarded beginning July 2012 will include:</p> <ul style="list-style-type: none"> <li>o Performance security (<i>Section 1-07; Performance and Damage Deposit and Section 1-08; Process for Documenting Damages</i>)</li> <li>o Documentation of pilot experience in a forestry/agriculture setting (<i>Section 2-29; Pilot and Aircraft Requirements and Section 2-30; Flight Duty Limitations</i>)</li> <li>o Damage clauses; monetary penalties for non-compliance with contract (<i>Section 1-07; Performance and Damage Deposit and Section 1-08; Process for Documenting Damages</i>)</li> <li>o Requirement to collect flight treatment GPS files from contractor. Note: Prior to discovering this incident, additional quality control measures had been implemented in Pacific Cascade Region's spring 2012 aerial spray contract, requiring that aerial treatment GPS files for every unit be submitted prior to payment (<i>Section 2-33.A.5; Equipment and Supplies</i>)</li> <li>o Pre-work meeting with the contractor and documentation of what is discussed (<i>Section 1-10; Evaluation Conference and Section 2-21; Pre-work Conference</i>)</li> <li>o Unit pre-flight briefings prior to treatment with the pilot(s), which will include review of a documented pre-flight check list including items such as on-site radio contact between DNR's compliance forester and the pilot, on the day of application (<i>Section 2-23; Prerequisites for application to occur and the Pre-flight Checklist, page 27</i>)</li> </ul>	<p>A review of DNR's aerial spray contract has been concluded. The Assistant Division Manager within DNR's Forest Resources &amp; Conservation Division in charge of Silviculture, Candace Johnson, worked with the Intensive Management Foresters within the Regions to review and revise contract language with special attention given to the specifics listed in the CAP. The updated contract template is located on DNR's SharePoint Site. The template was updated prior to awarding aerial application contracts after July 1, 2012. PC Region has awarded one contract (#1353) with the new contract language and has conducted the pre-work conference with the contractor. NW Region has awarded one contract (#1361) and has not yet held the pre-work conference with the contractor.</p> <p>Note: the updated contract template currently being utilized is undergoing an additional format review and is expected to be revised in the near future.</p>	<p>7.11.12 Email from Candace Johnson, FRCD Assistant Division Manager-Silviculture.</p> <p>7.12.12 Updated aerial spray contract template. Note: <i>See contract clause cross-references listed behind each bulleted item to the left.</i></p> <p>WA DNR Contract 1353; signed contract, required documentation, and completed pre-work conference.</p> <p>WA DNR Contract 1361; signed contract, required documentation, and pre-work conference template.</p>

Corrective Action Implementation and method used to verify effectiveness of action taken, continued:

Corrective Action Plan		Implementation Notes	Documentation
3.	<p>Conduct seasonal briefings with DNR compliance staff prior to aerial spray applications in each DNR region where aerial spraying will occur. The meeting will be documented (date, those attending, topics discussed) and will include discussion of:</p> <ul style="list-style-type: none"> <li>o Emphasis on safety, resource protection and effective application as the highest priorities, followed by completion of planned spray acres</li> <li>o Any changes in contract language, including reporting or contract compliance requirements</li> <li>o All necessary information including contract, maps, herbicide mixes, emergency numbers, places to get water, etc.</li> <li>o Required pre-work meeting with contractor and documentation of that meeting</li> <li>o Required unit pre-flight checklist</li> <li>o Contract administrator (CA) responsibilities, including the expectation that the CA cancel flights if conditions are unfavorable</li> </ul>	<p>The Assistant Division Manager within DNR's Forest Resources &amp; Conservation Division in charge of Silviculture, Candace Johnson, worked with the Intensive Management Foresters within the Regions and issued a follow-up email reminder. PC and NW Regions are the only two regions with aerial applications planned this season. PC held their seasonal staff briefing in conjunction with the pre-work conference with the contractor. NW Region held their seasonal staff briefing independently.</p>	<p>8.13.12 Email from Candace Johnson, FRCD Assistant Division Manager-Silviculture</p> <p>8.02.12 PC Region Seasonal Briefing Documentation</p> <p>8.14.12 NW Region Seasonal Briefing Documentation</p>

**CORRECTIVE ACTION IMPLEMENTATION ACCEPTANCE REPORT**

(To be completed by Bureau Veritas Certification – Acceptance of Corrective Action taken)

Accepted:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Nonconformance Downgraded:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Follow Up Comments:	The DNR adequately addressed and implemented the corrective actions. Very good job of documenting the contract changes and training.								
Auditor:	Gregory Bassler	<i>Gregory Bassler</i>			Date:	September 10, 2012			