

## EMS PROCEDURE: INTERNAL COMMUNICATIONS

### I. Purpose

To provide a standard procedure to ensure effective and timely internal communications of EMS and environmentally related information within the depot.

### II. Scope

### III. Definitions

External Interested Parties: Surrounding community, suppliers, customers, contractors and environmental groups.  
Relevant Communications: Those verbal or written inquiries deemed appropriate for response based on policy and concern for confidentiality.

### IV. Supporting Documents

None

### V. Procedure

1. TYAD is responsible for communicating the roles and responsibilities for environmental management.
2. TYAD is responsible for communicating TYAD's environmental policy and EMS procedure to depot employees. Methods that can be used for various types of communications include, but are not limited to:
  - a. employee team meetings
  - b. Tobyhanna Reporter
  - c. Employee bulletins
  - d. Bulletin boards and posters
  - e. Safety Star Point Coordinator
3. Employees who are involved with environmental impacts will maintain an open line of communications with the EMS coordinator. Employees are responsible for reporting environmental hazards and emergencies (including fires and spills) immediately upon discovery.
4. The EMS coordinator will receive and respond to employee concerns which arise during day-to-day operations and other major issues brought to his/her attention.