



Procedure for Addressing Regulatory Violations

SGP Certified Printers ensure that specific in-house environmental, health and safety compliance programs are current and suitable for meeting the minimal federal, state and local requirements. If the facility receives an environmental, health and safety notice of violation, citation, etc. from a governmental agency during the time period that the facility is identified as an SGP Printer, the following procedure regarding the reporting and resolution of regulatory violations must be followed:

- Within 7 business days of receiving a notice of violation, the facility must contact the SGP Program office regarding the situation and provide a copy of the notice.
- If the SGP Program determines that the violation meets the criteria of a significant environmental, health and safety regulatory violation*, the facility will be put on temporary registration suspension and removed from the SGP website until the violation is resolved.
- All appropriate steps must be taken to resolve the violation within the time frame designated or extension period granted by the regulatory agency issuing the violation.
- Upon resolving the violation, the facility must contact the SGP Program and provide sufficient documentation showing that corrective action has been taken and that the violation has been corrected. For significant violations, the facility will be reinstated upon a determination by SGP that the documentation is sufficient to show that the violation has been resolved.

Any SGP Printer facility that has received a notice of violation and does not contact the SGP Partnership per this procedure forfeits its designation and will not be allowed to reapply for twelve (12) months from the date of the discovery of the notice of violation.

**A significant violation includes those violations that result in environmental damage or could cause harm to human health or the environment. For health and safety, it is defined as an OSHA serious violation or the equivalent for Canada. Simply receiving a notice of violation or a citation does not constitute a significant violation. Significant violations are not those involving recordkeeping or other minor administrative issues.*