



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 57

Caroni, Trinidad, Friday 12th January, 2018—Price \$1.00

No. 5

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## APPOINTMENT OF AN ACTING AUDITOR GENERAL

IT IS HEREBY NOTIFIED for general information that in accordance with the provisions of subsection (2) of section 117 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, has appointed Ms. LORELLY PUJADAS, Deputy Auditor General, to act as Auditor General with effect from 3rd JANUARY, 2018, during the period of absence out of the country of Mr. MAJEEED ALI, Auditor General.

G. SERRETTE  
*Secretary to His Excellency  
the President*

3rd January, 2018.

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## APPOINTMENT OF CHAIRMAN AND MEMBERS OF THE PROCUREMENT BOARD, OFFICE OF PROCUREMENT REGULATION

IT IS HEREBY NOTIFIED for general information that His Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in him by section 9 and subsections (1) and (4) of section 10 of Act No. 1 of 2015, and all other powers thereto him enabling, has appointed the following persons as Chairman and members of the Procurement Board of Trinidad and Tobago, with effect from 12th January, 2018, for the term of office as indicated against their names:

<i>Name of Officers</i>	<i>Designation</i>	<i>Term of Office</i>
MR. MOONILAL LALCHAN ...	Member and Chairman	Five (5) years
MR. DAVID CHARLERIE ...	Member ...	Four (4) years
MR. FREDERICK BOWEN ...	Member ...	Three (3) years
DR. ANTHONY LAMB ...	Member ...	Three (3) years
MR. ROBIN OTWAY ...	Member ...	Four (4) years
MR. HERDIS LEE CHEE ...	Member ...	Four (4) years
MS. LARA QUENTRALL-THOMAS	Member ...	Three (3) years
MS. SANDRA SAMMY ...	Member ...	Three (3) years
MS. NADINE BUSHELL ...	Member ...	Three (3) years
MR. NIKOLI EDWARDS ...	Member ...	Three (3) years

G. SERRETTE  
*Secretary to His Excellency  
the President*

12th January, 2018.

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## MARRIAGE OFFICER'S LICENCES GRANTED

LICENCES dated 14th December, 2017 have been granted to the undermentioned Ministers of Religion to be Marriage Officers for the purposes of the Marriage Act, Chap. 45:01.

By Command

14th December, 2017.

F. AL-RAWI  
*Attorney General*

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Grace Chapel (Chinese Christian Fellowship)	Walter Brian Rochester	No 34 Villas of Les Boix Morne Coco Road, Maraval	Grace Chapel (Chinese Christian Fellowship) No. 49 Long Circular Road St. James
Church Of The Nazarene	Arnold David Andrew Hargreaves	B1, Piedmont Drive La Pastora, Santa Cruz	Piarco Church of the Nazarene Orange Grove Road Piarco, St. Helena
Dayspring Christian Assembly	Roger Assam	No. 27 Sixth Street Barataria	Dayspring Christian Assembly No. 2 Wells Street, Tunapuna

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## ELECTIONS AND BOUNDARIES COMMISSION

## NOTICES REQUIRED UNDER ELECTION RULE 23(5) OF THE REPRESENTATION OF THE PEOPLE ACT

IT IS NOTIFIED for public information, that the symbol reproduced below has been assigned by the Elections and Boundaries Commission, as the official party symbol of the The Green Party.



C. NOEL  
*For Chief Election Officer,  
Elections and Boundaries Commission*

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IT IS NOTIFIED for public information, that the symbol reproduced below has been assigned by the Elections and Boundaries Commission, as the official party symbol of the We The People Movement (WTP).



C. NOEL  
*for Chief Election Officer,  
Elections and Boundaries Commission*

## **Government of the Republic of Trinidad and Tobago**

### **Updated Public Statement of Environmental Management Authority, Ministry of the Planning and Development In Compliance with sections 7, 8 and 9 of The Freedom of Information Act (FOIA) Chap. 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, (FOIA) Chap. 22:02 the Public Authority is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Environmental Management Authority.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

#### ***Section 7 Statements***

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##### ***Section 7 (1) (a) (i)***

##### ***Function and Structure of the Environmental Management Authority***

##### **Mission Statement:**

*The Environmental Management Authority (EMA) is committed to sustainably manage the natural resources and environment by providing a transparent framework to facilitate policy and decision making in development. This will be undertaken within an approved regulatory system, utilising intensive public education and a collaborative cross-sectoral approach.*

The EMA is a body corporate established on June 5<sup>th</sup> 1995 by the Environmental Management Act No. 3 of 1995. The Act was later repealed and re-enacted by the Environmental Management Act No. 3 of 2000 ("the EM Act") (now designated as Chapter 35:05).

The EMA is governed by a Board consisting of a Chairman and nine (9) directors, all appointed by the President of the Republic of Trinidad and Tobago. The Managing Director (MD) is appointed by the Board and is also an *ex-officio* Board member. The Chairman of the Board reports to the Minister with responsibility for the Environment.

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UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

The EMA comprises of a staff of one hundred and fifty-four (154) persons headed by the Managing Director. The Environmental Management Authority is divided into the Managing Director's Office, and three (3) operational divisions.

These are as follows:-

- (1) Managing Director's Office
- (2) Technical Services
- (3) Legal, Compliance and Enforcement
- (4) Administration and Support Services

**MANAGING DIRECTOR'S (MD'S OFFICE)**

The MD's Office comprises the following units:

- Corporate Secretary
- Internal Audit
- Corporate Communications Unit

The core functions of this office are as follows:

- To oversee the implementation of the policies and priorities of the Board of Directors and work programmes of the Authority;
- To report to the Board of Directors and Trustees of the Environmental Trust Fund;
- To manage and guide the work of the EMA;
- To co-ordinate mechanisms for environmental management in Trinidad and Tobago;
- To co-ordinate with other governmental entities and regional and international organizations;
- To ensure the preparation and completion of the Annual Report;
- To ensure compliance with the Environmental Management Act and its subsidiary legislation;
- To restore and remediate environmentally degraded sites;
- To implement a non – point source pollution program;
- Responsible for independent audits on all operational functions to ensure compliance with approved and published policies and procedures;
- Perform risk based audits so as to deliver quality advice on balancing risk and control and cost and to identify business improvements that are better, simpler and more cost effective without compromising the desired balance between risk and control;
- To enhance the image of the Authority;
- To produce ongoing media programmes and special media campaigns;
- To host special events including annual awards and other ceremonies;

**TECHNICAL SERVICES:**

The Technical Services Division administers and oversees the work of multiple environmental units which will implement current and future environmental legislation, including but not limited to, the Certificate of Environmental Clearance Rules, Water Pollution Rules, Environmentally Sensitive Areas and Species Rules, Noise Pollution Control Rules and Air Pollution Rules.

The Technical Services Division comprises the following units:

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UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Certificate of Environmental Clearance Unit (CEC)
- Air, Waste and Noise Unit
- Public Education & Information Unit
- Strategy and Research Unit
- Water Permit and Monitoring Unit
- Biodiversity Unit
- Projects Unit

The core functions of this Division are as follows:

- To implement the technical aspects of the subsidiary legislation of the EM Act (the Certificate of Environmental Clearance Rules, the Noise Pollution Control Rules, the Environmentally Sensitive Areas Rules, the Environmentally Sensitive Species Rules and the Water Pollution Rules, 2001 (as amended by Water Pollution (Amendment) Rules, 2006 and the Air Pollution Rules, 2014);
- To establish discharge and emission criteria;
- To determine Ambient Air Quality;
- To promote environmental awareness and education in all sectors of Trinidad and Tobago via utilization of traditional and non-traditional media forms;
- To develop appropriate and effective public engagement programmes to encourage positive environmental behaviours;
- To develop and implement sustainable school, youth and community programmes to foster environmental leadership;
- To conduct lectures and workshops and mount displays on environmental themes for the benefit of the public;
- To participate in national, regional and international events as required;
- To spearhead the production and dissemination of education materials;
- To facilitate public access to information materials;
- To prepare the State of the Environment Reports;
- Acting as an extension service to assist the EMA and stakeholders in designing, implementing, and replicating successful research, conservation, ecotourism and development activities;
- Develop and review research programmes, grant and project proposal applications and manage internal and external reviews with technical experts and advisory committees.
- Leading the monitoring and evaluation of individual programmes and departments using standard tools, site visits, and meetings with stakeholders;
- Actively engaging stakeholders to catalyse environmental issues, conservation, and development impacts;
- Responsibility for the management of the environmental regulatory and non-regulatory technical programs of the EMA.

**LEGAL, COMPLIANCE AND ENFORCEMENT:**

This Division is dedicated to the management and advancement of an effective environmental regulatory regime via the co-ordinated utilisation of its tripartite arms. Its core responsibility is to assure compliance with and enforcement of the relevant environmental laws, rules and regulations in order to safeguard the environment.

The Legal, Compliance and Enforcement Division comprises the following Units:

UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Legal Services
- Permit Monitoring, Complaints and Health Safety and the Environment
- Emergency Response and Investigations
- Environmental Police Unit

### **LEGAL SERVICES**

The core functions of the Legal Services Unit are as follows:

- Drafting and development of subsidiary legislation under the Environmental Management Act, Chapter 35:05;
- Enforcement of the EM Act and its subsidiary legislation;
- Litigation / representation at the Environmental Commission, the Court of Appeal, High Court and other Courts in this jurisdiction;
- Provision of timely and sound legal advice and opinion on the applicability of environmental law to issues affecting the EMA, other governmental entities and the general public;
- Review of internal policies to ensure that the EMA's activities and operations are consistent with its legislative mandate, national policies and programmes, international environmental law and best practices;
- Resolution of matters using non-litigious methods, e.g. Alternative Dispute Resolution (ADR) / Mediation;
- Drafting, reviewing and negotiating and providing advice on the implementation of all legal documents, agreements, contracts and other formal arrangement for operational activities of the EMA with other governmental and non-governmental entities;
- Working in conjunction with Technical Services for the granting of CECs and Noise Variations.

### **PERMIT MONITORING, EMERGENCY RESPONSE AND INVESTIGATIONS**

The core functions of the Permit Monitoring and Emergency Response and Investigations Units are as follows:

- Protection of human health and the natural environment through the timely enforcement of statutes;
- Ensure compliance with permit and license conditions and the promotion of environmental stewardship;
- Develop appropriate policies, procedures and systems to facilitate the work of the EMA;
- Protection of human health and the natural environment from the effects of noise and maintenance of the fundamental rights of the individual to the enjoyment of property whilst still allowing reasonable social, cultural and economic activity;
- Protection of communities and ecosystems from the consequences of emergencies and incidents, such as, chemical spills, the unsafe handling and disposal of solid and hazardous wastes, and the indiscriminate conduct of high impact activities.

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UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

**ENVIRONMENTAL POLICE UNIT**

Formed in 1999, the Environmental Police Unit comprised Special Reserve Police officers from the Trinidad and Tobago Police Service. The current approved complement of officers is twenty-three (23), with one position vacant.

The core functions of this unit is:

- To act as appointed Environmental Inspectors under the EM Act;
- To serve documents;
- To monitor variations;
- To police environmentally sensitive areas;
- To monitor the protection of environmental sensitive species designated under the EM Act;
- To assist the EMA in enforcing its legislation, conditions of permits, CECs, as well as other supporting legislation;
- To monitor pollution;
- To respond to environmental complaints;
- To patrol highways;
- Generally to enforce the laws of Trinidad and Tobago.

**ADMINISTRATION AND SUPPORT SERVICES:**

The Administration and Support Services division is responsible for the management of the support functions of the EMA. The General Manager, Administration and Support Services provides oversight and direction to the various disciplines within the unit.

The division comprises the following Units:

- Financial Accounting
- Fund / Treasury Management
- Procurement and Asset Management
- Information Technology
- Human Resources
- General Administration

The core functions of this division are as follows:

- To provide logistical support to the organisation;
- To make available, timely and accurate and complete information on the financial performance and status of the EMA for sound decision-making;
- To ensure the implementation of good governance principles and accountability;

**Effect of Functions on Members of the Public:**

The Environmental Management Act, Chap. 35:05 mandates the EMA:-

- To implement government policies;

UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- To undertake programmes for the effective management and wise use of the environment;
- To co-ordinate environmental management functions performed by persons in Trinidad and Tobago;
- To promote education and awareness;
- To develop and establish national environmental standards and criteria;
- To undertake monitoring and inspection activities;
- To prevent and control pollution;
- To promote conservation;
- To establish and co-ordinate local, regional and international institutional linkages;
- To facilitate co-operation among persons as well as manage the environment in a manner which fosters public participation and promotes consensus.

The work of the EMA, therefore, impacts every sector and citizen of the country. The EMA solicits feedback from citizens through requests for public comments, public consultations, committees and advisory bodies. Each citizen has an opportunity to be involved in the formulation of policy, standards and other criteria affecting the environment through attendance at, and response to requests for public comments on various draft legislation, policies and development projects. Citizens may also lodge complaints or report violations.

***Section 7(1)(a)(ii)***

***Categories of Documents in the possession of the EMA***

1. Administrative records.
2. Files dealing with administrative support and general administrative documents for the operations of the EMA.
3. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
4. Files dealing with the accounting and financial management function of the EMA.
5. Financial Records (cheques, vouchers, receipts, journals, etc.).
6. Files dealing with matters relating to the procurement of supplies, services and equipment.
7. Cabinet documents.
8. Maps / charts/ photographs / compact discs/digital video, discs / diskettes /abstracts/ tapes / catalogues.
9. News Releases as well as speeches originating from the EMA.
10. Policy and procedure documents.
11. Internal and external correspondence files.
12. Customer / Suppliers files.
13. Documents relating to strategic review of the EMA, information technology strategy and training plans.
14. Legislation and legal instruments.
15. Legal opinions and related matters.
16. Files dealing with training – local and foreign, as well as technical co-operation.
17. Minutes/Agenda of meetings.
18. Files dealing with Circulars, memoranda, notices, bulletins, etc.
19. Reports: statistical, annual/monthly/quarterly, audit, consultants'/technical, terms of reference, corporate, valuation, state of the environment, etc.
20. Environmental impact assessments.
21. Briefing papers.



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UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

22. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
23. Files dealing with official functions, conferences and events hosted and attended by the EMA.
24. Periodicals and publications.
25. Complaint files.
26. Public guidelines (Noise variation applications, CEC applications, Source registration and Water Polluters' Permit applications).
27. National Registers (Certificates of Environmental Clearance; Noise Variation, Water and Air).
28. Evaluation documents for public education programmes.

**Section 7 (1) (a) (iii)**  
**Material prepared for publication or inspection**

The public may inspect the following material between the hours of 8.00 a.m. and 4.30 p.m. on working days at:-

The Information Centre  
Environmental Management Authority  
8 Elizabeth Street  
St. Clair  
Port of Spain  
Trinidad & Tobago.

Telephone: (868) 628-8042  
Fax: (868) 628 – 9122;  
e-mail: [info@ema.co.tt](mailto:info@ema.co.tt);  
website: [www.ema.co.tt](http://www.ema.co.tt)

**Video Tapes:-**

- A Community in Danger: "Lead Pollution at Demerara Road".
- Water Pollution – Threatening our Quality of Life.
- The Certificate of Environmental Clearance Process.
- It's All About Us – A Look at Climate Change in Trinidad and Tobago.
- Mother Nature (Forest Fires and Flooding).
- Secondary schools' Eco-Song and Envirologue Competitions.
- Primary Schools' "Hands On" Competitions.
- Radio Programmes (Advertising Campaigns and Jingles).

**Compact Discs and Audio Tapes:-**

- EMA Radio Programmes.
- Addresses and speeches by the Honourable Ministers of the Environment
- Radio programmes (Advertising campaigns and Jingles).
- Presentations from the EMA's Environmental Conferences (2005, 2006, 2007, 2009).

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UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
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**Reports:-**

- Oil spills.
- Water quality.
- Environmental literacy surveys.
- State of the Environment.
- Annual report.

**Guidelines:-**

- A Guide To The Application for a Certificate of Environmental Clearance.
- A Guide To The Noise Pollution Control Rules, 2001.
- Public Guide To Source Registration WPR (Revised 02).
- Public Guide To Permitting WPR (Revised).
- Instructional Booklet For Form A (Revised 02) – Application For Source Registration
- Form A Application Guide (Revised 2010).
- Guidelines To Preparing A Claim For Confidentiality For A CEC Application.
- Instructional Guide For Completing The Noise Variation Application Process For Events.

**Publications:-**

- EMA News.
- State of the Environment reports.
- Annual reports.
- National Biodiversity Strategy Action Plan.
- National Environmental Policy.
- National Environmental Action Plan.
- Draft Environmental Code: A Consolidated Text of Environmental Laws.
- Initial National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change.
- Green Business
- Noise FAQ Booklet: Your Guide to understanding the Noise Pollution Control Rules
- Matura National Park: An Environmentally Sensitive Area
- Forests and You: Activity Booklet
- Importance of Wetlands: Activity Booklet
- Litter: Activity Booklet
- Wetlands: A Teachers' Module
- Mystic Mora

**National Registers:-**

- Air Pollutants Register
- Certificates of Environmental Clearance Register
- Noise Variations Register
- Water Polluters Register

UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

**Section 7 (1) (a) (iv)**

**Literature available by subscription**

Members of the public may subscribe for the following material:

- (1) EMA News: Bi-annual (free).
- (2) State of the environment reports: TT \$100.00; US and the Caribbean US\$26.00; Europe US\$28.00, Other US\$30.00.
- (3) Annual Reports: TT \$125.00; US and the Caribbean US\$30.00; Europe US\$32.00, Other US\$33.00.

**Section 7 (1) (a) (v)**

***Procedure to be followed when accessing a document from the EMA***

How to Request Information:

- **General Procedure:-**  
The applicant must complete the appropriate form (***Request for Access to Official Documents***) available in our Information Centre or at the Help Desk.
- **Addressing Requests:-**  
To facilitate prompt handling of your request, please address it to the Designated Officer or the Alternate Designated Officer of the EMA.
- **Details in the Request:-**  
Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include communicate with our Designated Officer.

**Requests not handled under the FOIA:-**

- A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority, for example brochures, pamphlets, reports etc.

**Responding to your Request**

• **Retrieving Documents:-**

The EMA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in another storage centre, e.g. the National Archives can and will be retrieved in order to process your request.

• **Furnishing Documents:-**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note that we are not compelled to do the following:

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UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- (a) Create new document. For example, we are not required to write a new programme that a computer will print it in the format you prefer.
- (b) Perform research for you.

• **Time Limits:-**

The EMA will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

• **Fees and Refunds**

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to free access to the document/s requested.

**Section 7(1)(a)(vi)**

***Officers in the EMA responsible for:***

- (1) The initial receipt of an action upon notices under section 10;**
- (2) Requests for access to documents under section 13; and**
- (3) Applications for correction of personal information under section 36 of the FOIA.**

**The Designated Officer is:**

Ms. Marlene Scott  
Librarian  
Environmental Management Authority  
8 Elizabeth Street  
St. Clair  
Port of Spain.  
Telephone number: (868) 628-8042  
Fax: (868) 628-9123  
E-mail address: [mscott@ema.co.tt](mailto:mscott@ema.co.tt)

**The Alternate Officer is:**

Ms. Gavern Mitchell  
Legal Officer II  
Environmental Management Authority  
8 Elizabeth Street  
St. Clair  
Port of Spain.  
Telephone number: (868) 628-8042  
Fax: (868) 628-9123  
E-mail address: [gmitchell@ema.co.tt](mailto:gmitchell@ema.co.tt)

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UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
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**Section 7 (1) (a) (vii)**

**Advisory Boards, Councils, Committees, and other bodies  
(Where meetings/minutes are open to the public)**

At present, there are no bodies that fall within the meaning of this section of the FOIA.

**Section 7 (1) (a) (viii)**

**Information Centre/Library/Reading Room Facilities**

Certain information may be readily accessed in our library or through our website at [www.ema.co.tt](http://www.ema.co.tt). You may make general enquiries to our Librarian at 628-8042.

The Information Centre/Library/Reading Room in the EMA is located on the 1<sup>st</sup> Floor, 8, Elizabeth Street, St. Clair, Port of Spain.

The Information Centre/Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8.00 a.m. and 4.30 p.m.

**Policy of the Environmental Management Authority for the provision of copies of documents that are readily available to the public:**

- Charge for Photocopies is fifty cents (50¢) (one side) and eighty cents (80¢) (both sides) of the page.
- Provision of documents may be subject to a charge to cover administrative costs. An Index of prices is available in the Information Centre.
- No smoking, eating, drinking or the use of cellular phones is allowed in the Information Centre/Reading Room/Library.

**Section 8 Statements**

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**Section 8 (1) (a) (1)**

**Documents containing interpretations or particulars of written laws or schemes administered by the EMA, not being particulars contained in another written law.**

- Environmental Management Act, Chap. 35 :05
- Air Pollution Rules, 2014
- Air Pollution (Fees) Regulation, 2014
- Certificate of Environmental Clearance Rules, Legal Notice No. 104/2001.
- Certificate of Environmental Clearance Rules (Designated Activities) Order, Legal Notice No. 103/2001.
- Certificate of Environmental Clearance Rules (Designated Activities) (Amendment) Order, 2007, Legal Notice No. 164/2007.
- Certificate of Environmental Clearance Rules (Designated Activities) (Amendment) Order, 2008. Legal Notice No. 186/2008.
- Certificate of Environmental Clearance Rules, (Fees) Regulations, Legal Notice No. 91/2001.
- Environmentally Sensitive Areas Rules, 2001. Legal Notice No. 37/2001.
- Environmentally Sensitive Areas (Matura), 2004. Legal Notice No. 323/2004.

UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Environmentally Sensitive Areas (Nariva Swamp), 2006. Legal Notice No. 334/2006.
- Environmentally Sensitive Areas (Aripo Savannas), 2007. Legal Notice No. 152/2007
- Environmentally Sensitive Species Rules, 2001. Legal Notice No. 63/2001.
- Environmentally Sensitive Species (Pawi), 2005. Legal Notice No. 124/2005.
- Environmentally Sensitive Species (White-tailed Sabrewing), 2005. Legal Notice No. 125/2005.
- Environmentally Sensitive Species (Manatee), 2005. Legal Notice No. 98/2005.
- Environmentally Sensitive Species (Ocelot), 2013. Legal Notice No. 31/2013.
- Environmentally Sensitive Species (Golden Tree Frog), 2013. Legal Notice No. 32/2013.
- Environmentally Sensitive Species (Leatherback Turtle), 2014. Legal Notice No. 88/2014.
- Environmentally Sensitive Species (Loggerhead Turtle), 2014. Legal Notice No. 89/2014.
- Environmentally Sensitive Species (Green Turtle), 2014. Legal Notice No. 90/2014.
- Environmentally Sensitive Species (Hawksbill), 2014. Legal Notice No. 91/2014.
- Environmentally Sensitive Species (Olive Ridley), 2014. Legal Notice No. 92/2014.
- Noise Pollution Control Rules, 2001. Legal Notice No. 60/2001.
- Noise Pollution Control (Fees) Regulations, 2001. Legal Notice No. 51/2001.
- Water Pollution Rules, 2001. Legal Notice No. 130/2001.
- Water Pollution (Amendment) Rules, 2006. Legal Notice No. 325/2006.
- Water Pollution (Fees) (Amendment) Regulation, 2006. Legal Notice No. 330/2006

All documents listed above are available for purchase at the Information Centre and the Government Printery.

**Section 8 (1) (a) (ii)**

***Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the EMA, or similar documents containing rules, policies, guidelines, practices or precedents.***

- Human Resource Policies And Procedures Manual, Revised April 2014
- Human Resource Policies And Procedures Manual, Revised 2010/2011
- Information Technology Policy
- Procurement Manual, Revised 2010/2011
- Flexi Working Hours, August 2013
- Guidelines for Conducting Performance Appraisal, June 2015
- Internship Selection Policy, December 2014
- Employees' Contract Liabilities, January 2014

**Policy Bulletins/Practitioners Guides:-**

- A Guide To The Application For A Certificate of Environmental Clearance.
- A Guide To The Noise Pollution Control Rules, 2001.
- Public Guide To Source Registration WPR (Revised 02).
- Public Guide To Permitting WPR (Revised).
- Instructional Booklet For Form A (Revised 02) – Application For Source Registration.
- Form A Application Guide (Revised 2010).
- Draft Environmental Code: A Consolidated Text Of Environmental Laws.

UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY,  
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Code of Practice: Control of Noise In the Music Entertainment Industry in Trinidad And Tobago.
- Instructional Guide For Completing The Noise Variation Application Process For Events.
- Treating With Applications For Maintenance Dredging: Supplemental Information On The CEC Process. Policy Bulletin 001/2006.
- Deciding Whether A Project Must Have An Environmental Impact Assessment. Practitioners Guide 002/2006.
- Terms of Reference. Practitioners Guide 004/2006.
- Payment of CEC Fees And Charges. Practitioners Guide 005/2006.
- Standard Operating Procedure For Determining Whether An Environmental Impact Assessment Is Required.
- E.I.A. FAQs: A Guide To The Environmental Impact Assessment (EIA) Process.
- A Guide to Source Emitter Registration under the Air Pollution Rules, 2014.
- Sample Form - Form A - Air Pollution Rules, 2014 - Source Emitter Registration Form.

**Section 8 (1) (b)**

***In enforcing written laws or schemes administered by the EMA where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.***

At this time, we have no such documents regarding the enforcement of written laws.

**Section 9 Statements**

**Section 9 (1) (a)**

***Reports or statements containing the advice or recommendations, of a body or entity established within the EMA.***

At this time, we have no such reports or statements.

**Section 9 (1) (b)**

***Reports or statements containing the advice or recommendations, of a body or entity established outside the EMA by or under a written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the EMA or to the responsible Minister of the EMA.***

At this time, we have no such reports or statements.

**Section 9 (1) (c)**

***A report or statement containing the advice or recommendations of an inter-departmental committee, whose membership includes an officer of the EMA.***

- Second National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change. 2013.
- Initial National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change. March 2001.
- National Biodiversity Strategy and Action Plan. March 2001.

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**Section 9 (1) (d)**

***Reports or statements containing the advice or recommendations of a committee established within the EMA to submit a report, provide advice or make recommendations to the responsible Minister of the EMA or to another officer of the EMA who is not a member committee.***

At this time, we have no such reports or statements.

**Section 9 (1) (e)**

***A report (including a report concerning the results of studies, surveys or tests) prepared for the EMA by a scientific or technical expert, whether employed within the EMA or not, including a report expressing the opinion of such an expert on scientific or technical matters.***

- Effluent from Forrest Park Landfill – Groundwater from Well at Springvale. CARIRI/EMA May 2001.
- Final Report on Lead Particulate at the St. Joseph Boys' School. CARIRI/EMA July 2001.
- Report on the Investigation of the Fish Kill at the Caroni Swamp. IMA/EMA July 2001.
- Final report on the fingerprinting analysis of an oil spill at Chaguaramas, January 2003. IMA/EMA January 2003.
- Report of an oil spill at Chaguaramas. December 2002. IMA/EMA.
- Report of oil spill at Chaguaramas, December 2002 - January 2003.
- Final report for Water Quality monitoring at some Water Sources in North Trinidad. CARIRI/EMA. 2001.
- Ground water well development and ground water quality assessment: Final report. CARIRI/EMA. 2003.
- Baseline survey of blood lead levels in primary school children ages 5-7 in Trinidad and Tobago. October 2004. EMA/Ministry of Health.
- Groundwater Quality Assessment at Selected Sites in Trinidad and Tobago. EMA 2005
- Blood Lead Levels in Primary School Children in Trinidad and Tobago. Research Paper. EMA.
- Volume of Soil-Lead Contamination at Demerara Pond Area. EMA/UWI 2005.
- Lead Sampling and Analysis at La Chance Trace and Demerara Road Community, Arima. EMA/UWI 2005.
- National hazardous waste inventory. 2006. EMA/CEHI.
- Final report on water quality monitoring of selected recreational areas in Trinidad and Tobago. EMA/ CARIRI. October 2007.
- River assessment reports: *May 2007*. EMA/UWI 2007.
- Chemical water quality of rivers of Trinidad and Tobago: an assessment of metal pollution. EMA/UWI 2007.
- Use of benthic macroinvertebrates to assess anthropogenic impacts in the rivers of Trinidad and Tobago. EMA/UWI 2007.
- Investigation and assessment of potential lead contaminated sites in Trinidad and Tobago based on the blood lead level (BLL) survey of 2004. EMA 2007.
- Determination of the volume of lead contamination at three sites in Trinidad. EMA/UWI 2008.



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- Ambient air quality monitoring at the Point Lisas Industrial Estate, 2005-2006 yearly report. November 2008. EMA 2008.

**Section 9 (1) (f)**

***Reports prepared for the EMA by a consultant who was paid for preparing the report.***

- Aripo Savannas Environmentally Sensitive Area Literature Review to Facilitate the Preparation of Management Plans/ Prepared by the Caribbean Natural Resource Institute, 2007.
- Aripo Savannas Environmentally Sensitive Area Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Implementation Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Resource Management Plan: A Framework for Participatory Management / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Case study of the participatory planning process for the Aripo Savannas Environmentally Sensitive Area / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2009.
- Aripo Savannas Environmentally Sensitive Area Participatory Geographic Information Systems Manual/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Recreation Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Interpretive Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Managing Together: A Summary of the Integrated Management Plan for the Aripo Savannas Environmentally Sensitive Area / Prepared by the Caribbean Natural Resources Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Participatory planning and management of protected areas / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2009.
- Guideline on the Application of Risk Assessment in CEC Applications. Version 1.0. (2009) Prepared for the Environmental Management Authority by Jacques Whitford Ltd.
- Cumulative Impact Assessment Practitioners Guide (2008) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Towards a Methodology for Marine SEA in Trinidad and Tobago (2007) Prepared for the Environmental Management Authority by ABP Marine Environmental Research Ltd. and Applied Marine Sciences Ltd.

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- Marine Strategic Environmental Assessment: A Scoping Study (2007) Prepared for the Environmental Management Authority by ABP Marine Environmental Research Ltd. and Applied Marine Sciences Ltd.
- Review and Assessment of the EIA Process in Trinidad and Tobago. Volume 1 – Main Report and Volume 2 – Appendices (Draft Final) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Environmental Impact Assessment Practitioners Guide (Draft Final) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Air Dispersion Modeling Report and EIA Sections, Proposed Aluminium Complex for Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. April, 2006.
- Review of Supplementary Report, Proposed Aluminium Complex by Alutrint, Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. October 6, 2006.
- Review of Alutrint Responses dated Nov 23, 2006. On the Supplementary Report for the Proposed Aluminium Complex by Alutrint Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. January 10, 2007.
- Review of Human Health Ecological Risk Assessment. Proposed Aluminium Complex by Alutrint Union Industrial Estate, La Brea Trinidad. CEC1033/2005. Jacques Whitford. March 8, 2007.
- Review of sedimentation and erosion studies for Chatham. CEC0851/2004. ABP Marine. March 2007.
- Review of NGC's response to the Review and Assessment Report. CEC1516/2006. Jacques Whitford. March 06, 2008.
- Environmental Impact Assessment, Ambient Monitoring, Dispersion Modeling, and Quantitative Risk Assessment for the Proposed Ammonia Plant Point Lisas, Trinidad and Tobago. CEC1159/2005. Jacques Whitford. September 8, 2006.
- Peer Review of Applicant's Response to the Review and Assessment Report Air Dispersion Modelling and Risk Assessment, CariSal Chlor-Alkali Plant, Point Lisas. Environmental impact CEC No. 1743/2006. 04<sup>th</sup> February 2009.
- Peer Review Air Dispersion Modelling and Risk Assessment, CariSal Chlor-Alkali Plant, Point Lisas. Environmental impact CEC No. 1743/2006. 03<sup>rd</sup> November 2008.
- Critical Review of Risk Assessment Report and Air Modeling for CEC Application Submitted by Westlake Trinidad Unlimited for the Construction and Operation of a Proposed Ethylene and Polyethylene Complex in Point Lisas. CEC1563/2006. CH2MHILL. October 22, 2007.
- Critical Review of Westlake's Supplemental Response to the EMA. June 17, 2008.
- The installation of a natural gas distribution pipeline and pressure regulating facility for the provision of natural gas to Tamana In-Tech Park Cumuto and pipeline upgrade to Unicell Plant O'Meara Industrial Estate. CEC 1627/06. Risk Assessment Expert. 22<sup>nd</sup> September, 2006.
- The Establishment of a Marine Port and Fish-Landing Facility at Galeota, Trinidad. (CEC 1283/05). Risk Assessment Expert and Oceanography & Coastal Modelling Expert. 12<sup>th</sup> December, 2005.
- National Hazardous Waste Inventory. EMA/CEHI 2004-2008.
- Reforestation scheme: final report. (Nariva Swamp Restoration Initiative). EMA/Tropical Re-Leaf Foundation. 2008.
- Social impact assessment: final report. (Nariva Swamp Restoration Initiative). EMA/Tropical Re-Leaf Foundation. 2008.
- Watershed Vulnerability Assessment using the WRASTIC Approach for Trinidad and Tobago (Presented at 19<sup>th</sup> CWWA Conference, Grenada, 2010).

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- Needs Assessment Consultation Report: EMA Compliance Assistance Programme - Biodiversity. Howard P. Nelson. 19.04.2010.
- Non-point Source Pollution Management Programme. EMA 2011.
- Development of the Ambient Water quality Standards for Trinidad and Tobago, Phase I. final Report, July 2014. University of the West Indies, St. Augustine, 2014. EMA/UWI.
- Environmental Assessment of the Quarry Sector: Final Report to the Environmental Management Authority. Prepared by GISCAD Limited, July 2014.EMA/GISCAD, 2014.
- Institutional Strengthening Design : Strengthening of EMA's Institutional Capacity For Environmental Management In The Context Of Climate Change, Final Report. August 2015. EMA / IDB / Environmental Solutions Ltd. / Business Strategies Ltd.
- Institutional Strengthening Design : Strengthening of EMA's Institutional Capacity For Environmental Management In The Context Of Climate Change, Diagnostic Report. June 2015. EMA / IDB / Environmental Solutions Ltd. / Business Strategies Ltd.
- Review of Legislation and Policy Relevant to Environmental Management And Sustainable Development in the Context Of Climate Change, Final Report. February 2015. EMA / IDB / De Romilly & De Romilly /.
- Review and assessment of Mixing Zone Study (MZS). CEC4195/2014. ABP Marine. June 2016.
- Review and assessment of Mixing Zone Study (MZS). CEC3047/2011. ABP Marine. June 2016.

**Section 9 (1) (g)**

***Reports prepared within the EMA and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.***

- Field Survey Handbook: Matura ESA Participatory Biological Baseline Survey 2005-2007.
- Van den Eynden, V. et al. 2007. Matura National Park ESA Participatory Biological Baseline Survey. The University of the West Indies. St. Augustine.
- Ivan Laughlin 2004. Boundaries of The Aripo Savannas Strict Nature Reserve.
- Ali Deonanan & Associates Ltd 2005. Boundaries of the Nariva Swamp Managed Resource Protected Area.
- Ali Deonanan & Associates Ltd, Boundaries of Proposed Environmentally Sensitive Area Buccoo Reef, 2010.
- Fourth National Report of Trinidad and Tobago to the Convention on Biological Diversity, 2010. The Cropper Foundation.
- Trinidad and Tobago Forest Cover Inventory Maps, 2010. United States Department of Agriculture Forestry Service. International Institute of Tropical Forestry. EMA.

**Section 9 (1) (h)**

***Reports on the performance or efficiency of the EMA, or of an office, division or branch of the EMA, whether the report is of a general nature or concerns a particular policy, programme or project administered by the EMA.***

The Audit Reports prepared by the Auditor General's Department.

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**Section 9 (1) (i)**

**Reports containing (1) final plans or proposals for the re-organization of the functions of the EMA, (2) the establishment of a new policy, programme or project to be administered by the EMA, or (3) the alteration of an existing policy programme or project administered by the EMA, whether or not the plans or approvals are subject to approval by an officer of the EMA, another public authority, the responsible Minister of the EMA, or Cabinet.**

- Strategic Plan 2003 – 2008
- Strategic Plan 2010 – 2014
- Strategic Plan 2017 – 2021

**Section 9 (1) (j)**

**Statements prepared within the EMA and containing policy directions for the drafting of legislation.**

National Environment Policy.  
National Environmental Action Plan.

**Section 9 (1) (k)**

**Report of tests carried out within EMA on a product for the purpose of purchasing equipment.**

At this time, we have no reports of tests carried out within the EMA on a product for the purpose of purchasing equipment.

**Section 9 (1) (l)**

**Environmental impact statement prepared within the EMA.**

At this time, we have no environmental impact statements prepared within the EMA.

**Section 9 (1) (m)**

**Valuation reports prepared for the EMA by a valuator.**

At this time, we have no valuation reports prepared for the EMA by a valuator.