



---

DATE: May 20, 2021

TO: Depot Network

RE: **Communications Through Depot Industry Assigned Email**

---

**Attention depot operators and staff,**

This notice is to remind you to please ensure that all written communications with the BCMB are sent by either the depot's Industry Email Address or the Quality Monitoring System (QMS) as per the Depot Bylaw, section 9.4:

*9.4. All written communications to the BCMB from the Permit Holder or anyone else communicating on behalf of a Depot shall be through the Quality Monitoring System or the Industry Email Address or both as appropriate. The Permit Holder shall regularly monitor the Industry Email Address associated with the Depot identified in the Permit or shall designate a specific individual for that purpose.*

Communications sent to or from the BCMB can contain confidential owner/operator or depot information. The use of an Industry Email helps the BCMB ensure that we are communicating with the correct individual, and any sensitive information is not shared with outside contacts.

If you have any questions or require further information on accessing your email or QMS account, please direct them to Taylor Jones, Compliance Officer, at (587) 412-5624 or [TJones@bcmb.ab.ca](mailto:TJones@bcmb.ab.ca).

