



August 23, 2011

Ed Spencer, Plant Manager  
Donaldson Company, Inc. – Stevens Point  
5200 Coye Drive  
Stevens Point, WI, 54481

Subject: Welcome to Green Tier

Dear Ed:

Congratulations! We are glad to welcome you into Green Tier. You join a group of companies who are not only committed to superior environmental performance but also to superior economic performance.

In recognizing your past accomplishments and future commitments the we promise to work towards promoting and recognizing your facility for taking the lead in environmental protection while assuring economic stability and growth. We are committed to publicizing Donaldson Company, Inc. – Stevens Point as a Green Tier participant on the DNR website. Undoubtedly, there will be other opportunities to bring the attention of your accomplishments to the forefront, and we hope to assist you in any manner possible in doing so as a Green Tier partner.

UPDATE: Brenda Halminiak is Donaldson - Steven Point's SPOC.  
Phone: 715-241-7247 Email: Brenda.Halminiak@wisconsin.gov

~~Don Grasser has been assigned as your single point of contact. He can be reached at 715-421-7840 or at donald.grasser@wisconsin.gov.~~ Please contact [Don](#) with any questions concerning communications, required approvals, or technical assistance you may need. For your convenience the attached guidance outlines your benefits and important dates that affect your participation.

On behalf of the Wisconsin Department of Natural Resources, I am proud to extend this welcome to you. We are committed to working with you to build a customized relationship under the Green Tier program. I am excited to embark on our new relationship and my staff is ready to assist as your business grows.

Sincerely,

/s/ Cathy Stepp

Cathy Stepp  
Secretary

Attachments: Green Tier Commitment Outline  
Green Tier Logo Files and Guidance CD

## Green Tier Commitment Outline for Donaldson Company Inc. – Stevens Point

### I. Approval Date – August 23, 2011

### II. Green Tier 1 Program

- **Deferred Civil Action:** You are entitled to Deferred Civil Enforcement as described in statutes (299.83(6m)(d)). In brief, if you discover a violation of an existing environmental requirement, provide us notice of your discovery, a corrective action plan that you complete then DNR will not seek civil penalties.
- **Green Tier Logo:** Use of the Green Tier logo on materials related to your facility. The CD provided in your packet provides additional guidelines and information.
- **Single Point of Contact (SPOC):** donald.grasser@wisconsin.gov Brenda Halminiak, Phone: 715-241-7247  
Brenda.Halminiak@wisconsin.gov
- **Minimum Inspection Frequency** – After you have implemented an EMS you are entitled to inspections at the lowest frequency permitted by the programs under law. We will work with you to determine how this will work for you.
- **Recognition** – Along with the numbered certificate of recognition, the department will host a participant web page for easy reference.

### III. Environmental Management Systems (EMS) – when you have your EMS certified in 2012, please supply us with a copy of the certification. That will satisfy us that your EMS has met the basic requirements and also the first third party review. You will need to supply us with evidence of third party verification every third year after that.

- Please see guidance from the links below:  
<http://dnr.wi.gov/topic/GreenTier/documents/provingEMS.pdf>  
<http://dnr.wi.gov/topic/GreenTier/Auditors.html>

### IV. Annual Reporting

- **First Annual Report Date** - By mutual agreement we have agreed to **September 15, 2012** and annually thereafter. (Please feel free to discuss alternative reporting dates with your SPOC should your needs change.)
- Annually you will need to report progress on the commitments that you have made. You will need to report your progress on the specific commitments and information which will give us context for those commitments. If you have a goal to reduce energy consumption then the context would be total energy consumed. We will work with you to find the context reporting that will work best for you. Examples of context information can be found at:  
<http://dnr.wi.gov/files/PDF/pubs/co/CO521.pdf>  
<http://dnr.wi.gov/topic/GreenTier/documents/SustainabilityMetricsSpreadsheet.xlsx>
- Please provide annual Green Tier Reports to ~~Don Grasser~~ (SPOC) and [GreenTier@Wisconsin.gov](mailto:GreenTier@Wisconsin.gov)  
~~McDermid, mark.mcdermid@wisconsin.gov~~. Electronic submission is preferable.

You should also feel free to call ~~Mark Harings, 715-831-3263,~~  
[mark.harings@wisconsin.gov](mailto:mark.harings@wisconsin.gov), for any additional information that you might need.

Contact Tom Nowakowski, 608-266-8226, [Thomas.Nowakowski@wisconsin.gov](mailto:Thomas.Nowakowski@wisconsin.gov)  
with any questions.