

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
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October 31, 2014

Amanda Goetsch
InPro World Headquarters
S80 W18766 Apollo Drive
Muskego, WI 53150

Subject: Welcome to Green Tier – Tier 1

Dear Ms. Goetsch:

Congratulations! We are glad to welcome you into Tier 1 of 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 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 InPro World Headquarters as a Green Tier participant on the DNR website. Undoubtedly, there will be other opportunities to bring attention to your accomplishments, and we hope to assist you in doing so as a Green Tier partner.

George Volpentesta has been assigned as your single point of contact. He can be reached at (262) 574-2150 or at George.volpentesta@wisconsin.gov. Please contact George with any questions concerning communications, required approvals, or technical assistance you may need. For your convenience the attached Commitment Outline points out 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

Cc: Tom Eggert
George Volpentesta

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

Green Tier Commitment Outline for InPro World Headquarters

I. Approval Date – 10/31/2014

II. Green Tier - 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 and a corrective action plan and documentation of your EMS changes that ensure the violation will not happen again, you are entitled to protection from any civil penalties that the DNR might otherwise impose.
- **Green Tier Logo:** You can use 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):** George Volpentesta - WDNR, 262-574-2150, george.volpentesta@wisconsin.gov
You should also feel free to call Tom Eggert, thomas.eggert@wi.gov, or 608 267-2761 for any additional information that you might need.
- **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)

- You have supplied us with a copy of your ISO certification thus satisfying initial Green Tier EMS requirements.
- At least one time prior to 10/31/2015 and every year after that, perform an environmental management system audit. Every third year this audit must be done by an outside environmental auditor approved by the Department or certified by RABQSA. Your first external audit should be completed on or before 10/31/2017. For a list of auditors see:
<http://dnr.wi.gov/topic/GreenTier/Auditors.html>

IV. Annual Reporting

- **Reporting on Environmental Performance Commitments:** Your first annual report should provide data on your progress toward meeting your environmental performance commitments laid out in your Green Tier application. You identified the following:
 - **Minimize consumption of natural resources**
 - **Reduce copy paper use by 10%**
 - **Establish baseline travel usage reporting**
 - **Establish baseline carbon footprint**
 - **Increase energy efficiency**
 - **Establish program and install sub-metering**
 - **Reduce electric usage by 5%**

- **Decrease waste to landfills**
 - **Find reuse for Endurant dust**
 - **Conduct a waste audit by Waste Management at the Apollo East/West facility**
 - **Evaluate feasibility of using regrind of most popular IPC colors**
- **Increase suppliers role in EMS**
 - **Develop a supplier sustainability scorecard program**
- **First Annual Report Due Date** - By mutual agreement we have agreed that your first annual report will be due **05/01/2016** and annually thereafter. (Please feel free to discuss alternative reporting dates with Tom Eggert, 608 267-2761. Thomas.eggert@wisconsin.gov.)
- Annually you will need to report progress on the goals that you have set (either in your application or through your EMS). You will also need to provide 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. If requested, we will work with you to find the context reporting that will work best for you. Examples of context information, details about annual reports and a metrics reporting spreadsheet can be found at:
 - [j wr <1f pt0y k0 qx lhkgulRF Hlr wduleq IEQ7430 f h](#)
 - [j wr <1f pt0y k0 qx hqr le ll tggpVlgt lf qewo gpvulUwrcckpckrkv O gvleuUr t gcf uj gg0.nz](#)
- Please provide annual Green Tier Reports to your SPOC, George Volpentesta and to GreenTier@wisconsin.gov. Electronic submission is preferable.