

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
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Scott Walker, Governor
Cathy Stepp, Secretary
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June 30, 2016

Richard Fox
Natural Resources Technology
234 W Florida Street, 5th Floor
Milwaukee, WI 53204

Subject: Welcome to Green Tier – Tier 1

Dear Mr. Fox:

Congratulations! We are glad to welcome you into Tier 1 of the Green Tier Program. 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 performance while assuring economic stability and growth. We are committed to publicizing Natural Resources Technology 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.

Peter McMullen has been assigned as your single point of contact. He can be reached at (414) 263-8751 or at peter.mcmullen@wisconsin.gov. Please contact him 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/ Ed Eberle (for Cathy Stepp)

Cathy Stepp
Secretary

Cc: Tom Eggert
Peter McMullen

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

Green Tier Commitment Outline for Natural Resource Technology – Milwaukee, WI

I. Approval Date – June 30, 2016

II. Green Tier - Tier 1

- **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 Environmental Management System (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):** Peter McMullen - DNR, (414) 263-8751, peter.mcmullen@wisconsin.gov
You should also feel free to call Tom Eggert, 608 267-2761, thomas.eggert@wisconsin.gov 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 agreed to have your EMS in place on or before **June 30, 2017**. For guidance on how to demonstrate the functional equivalency of your EMS, please see: <http://dnr.wi.gov/files/PDF/pubs/co/CO503.pdf>
- At least one time prior to **June 30, 2017** 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 Exemplar Global. Your first external audit should be completed on or before **June 30, 2019**. For a list of auditors approved by the DNR, 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 objectives and targets laid out in your Green Tier application. You identified the following:
 - 1) replace paper periodicals with electronic versions;
 - 2) provide staff with suggestions on how to green their work;
 - 3) move files to cloud based servers;
 - 4) replace equipment with new energy star equipment; and
 - 5) require printing be double-sided and in black & white.

- **First Annual Report Due Date** - By mutual agreement we have agreed to **June 30, 2017** and annually thereafter. (Please feel free to discuss alternative reporting dates with Tom Eggert, 608 267-2761, thomas.eggert@wisconsin.gov if your needs change.)
- Annually you will need to report progress on the commitments that you have made (the environmental objectives and targets) with information that will give us context for those commitments. For example, 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. You will also need to identify any new environmental objectives and targets for the next year, report the findings of your annual EMS audit and response to the findings. For more details about annual reports and a metrics reporting spreadsheet see:
<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 both this email address: GreenTier@Wisconsin.gov and to your SPOC, peter.mcmullen@wisconsin.gov. Electronic submission is preferable.